

**ESS/MSS**  
OMF Cross-Functional Team

Quarterly Status Report  
March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report												
Satish Nath, Rich Goward, Jane Braaten, Anna Kanwit	Sue Campbell	December 2012	March 2013												
<b>Project Purpose</b>	Improve user experience for time entry and provide an electronic solution for managers to review and approve time														
<b>Goals and Deliverables</b>	Improve and automate time capture and the approval process by delivering: <ul style="list-style-type: none"> <li>• Time capture, time approval and leave request approval business process flow charts and solution process design documents</li> <li>• List of employees for roll-out</li> <li>• New timesheet application</li> <li>• New time approval application</li> <li>• New leave request solution</li> <li>• Security role updates as necessary</li> <li>• External audit report and approval tracking report</li> <li>• Training plan and deployment</li> </ul>														
<b>Project timeline</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="444 1050 959 1083">Project Milestone</th> <th data-bbox="959 1050 1481 1083">Project Delivery Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="444 1083 959 1117">Preparation</td> <td data-bbox="959 1083 1481 1117">4/30/2012</td> </tr> <tr> <td data-bbox="444 1117 959 1150">Business Blueprint</td> <td data-bbox="959 1117 1481 1150">6/30/2012</td> </tr> <tr> <td data-bbox="444 1150 959 1184">Development and Testing (Realization)</td> <td data-bbox="959 1150 1481 1184">09/30/2012</td> </tr> <tr> <td data-bbox="444 1184 959 1218">Go Live</td> <td data-bbox="959 1184 1481 1218">12/2012</td> </tr> <tr> <td data-bbox="444 1218 959 1251">Full OMF Rollout</td> <td data-bbox="959 1218 1481 1251">01/17/2013 – 4/15/2013</td> </tr> </tbody> </table>			Project Milestone	Project Delivery Date	Preparation	4/30/2012	Business Blueprint	6/30/2012	Development and Testing (Realization)	09/30/2012	Go Live	12/2012	Full OMF Rollout	01/17/2013 – 4/15/2013
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<b>Team members</b>	Jane Braaten Jane Kingston Elyse Rosenberg Terri Williams Satish Nath Rick Schulte Trikanth Basetty Sue Campbell														
<b>Other changes</b>	n/a														
<b>Current Status</b>	Roll-out to OMF is nearly complete.														
<b>Next Step</b>	<ul style="list-style-type: none"> <li>• Last group of around 125 users will roll on for the 4/11/2013 pay period.</li> <li>• Ongoing improvements being tested and added to production.</li> <li>• Full City roll-out of tools planned for 6/6/2013 go-live in support of Time Management Redesign project. (To those employees currently using ESS for time entry.)</li> </ul>														