

**IT INVESTMENT CAPITAL FUND
PROJECT CHANGE REQUEST**

To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy & Management

FROM: Mark Raymond, DAS

Date: 11/5/2020

AGENCY: Department of Administrative Services

PROJECT NAME: Timekeeping System

PROJECT MANAGER: Diane Benedetto

Original Funds Requested: \$ 20,713,707
Additional Funds Requested: \$ 1,600,000
New Total Funds Requested: \$ 22,313,707

Instructions:

1. Please complete the below table describing your change(s), the rationale for the change(s), any additional funding required to support the change(s) and the Fiscal Year any additional funding is needed.
2. Please also provide:
 - a. An update to the original Investment Brief (Financial Spreadsheet and Brief Word Document)
 - b. A high level project plan that will also depict key milestones, associated dates and required funding for each milestone

Change Description	Rationale for Change	Amount of Additional Funding (\$\$)	Date additional funding is required
Move Project end date from November to Feb given Covid. Additional consulting resources needed to complete implementation.	Covid-19 has made the project more difficult to complete. Agencies have been short staffed and many of the activities planned as in-person have taken longer to accomplish remotely. This has elongated the project schedule for several months. The project team has worked diligently to live within the budget, however a last-minute delay to agency go-live readiness and the inability to go live during December has pushed the project to completion in February.	\$1,600,000	November 2020