

Information Technology Capital Investment Program  
Project Status Report

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

**From:** LaFonda Keels

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**Agency:** Department of Administrative Services

**Project:** DAS - Timekeeping, Scheduling and Leave Management Solution

**Project Manager:** LaFonda Keels

**Reporting Period:** Project Inception through 06/30/2018

**Total Funds Requested:** \$22,730,812

**Total Funds Allotted to Agency:** \$16,299,614

**Accumulative Total Capital Fund Expenditures to Date:** \$7,587,744

**Brief Project Description/Summary:**

The Department of Administrative Services is modernizing the processes related to timekeeping, scheduling, management of leave requests and state/federal family medical leave. All state agencies have a set of diverse and uncoordinated business processes and systems to manage daily workforce tasks creating inefficiencies across the enterprise. A new technology investment and statewide process design will improve the efficiency of day to day tasks for front line supervisors, managers, human resources, and payroll.

The Enterprise Workforce Management Program will be implemented in multiple phases with the goal of a full statewide implementation. The technology to support the new and/or updated business processes include the following Kronos solutions - Workforce Scheduler and TeleStaff, Timkeeper, Absence Manager, and Analytics.

**Summary of Progress Achieved to Date:**

The timekeeping solution design workshops have been conducted with all Phase I agencies. The scheduling design workshops have been completed with 3 of the 4 Phase I agencies. Gap analysis has been completed to identify where there are differences in efforts to develop and implement standard practices across the state. Labor level design workshops have been conducted to gather insight into requirements for designing this foundational element of the solution. Organizational Change Management workshops have been conducted with the Phase I agencies to develop the best strategies for Communications and training delivery. Integration design meetings have taken place to start the design of the interfaces required between Kronos and Core-HR and Payroll. Protocols have been set for clock installation in leased and state-owned buildings. Clock connectivity testing was successfully conducted with 2 of the Phase I agencies. Meetings have occurred to discuss the Service Delivery Model for the on-going business and support model as it relates to the Kronos solutions being implemented.

3.8M of the project funding has been transferred to OSC for the expenses related to the Accenture project resources.

**Issues and Risks:**

1. Phase I timeline is at risk due to the delay in starting the integration design sessions
2. Resources not yet procured for Central Project team (e.g. Change Management Leader, Training Lead, and QA/Testing Team)
3. Resources not yet identified for the centralized Production Support team
4. The incorrect time clocks were shipped from the vendor. All clocks have to be returned and replaced with clocks that can read proximity badges.

**Next Steps & Project Milestones:**

1. Update the Project Timeline - work with Core-CT, Accenture, and Kronos to revise the project schedule based upon starting the integration design in late July.
2. Conduct Leave and Attendance Design workshops
3. Finalize the Service Delivery Model
4. Secure Central project team resources
5. Application configuration and integration build
6. Define testing strategy and training delivery model