

Information Technology Capital Investment Program
Project Status Report

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 12/31/2018

Total Funds Requested: \$22,730,812

Total Funds Allotted to Agency: \$20,530,864

Accumulative Total Capital Fund Expenditures to Date: \$10,662,261

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:

Assessments with the following Phase I Agencies - DCF, DMHAS, DESPP, DVA to gather the business and scheduling requirements

Distribution, configuration, connectivity testing of time clocks for Phase I agencies and some installs have occurred.

Organizational Change Management workshops conducted to assess training and communication requirements

Integration design sessions conducted with Accenture, Kronos, Core-CT team, and the Central team to develop the integration between the PeopleSoft HR/Payroll and Kronos applications.

Development and launch of project website

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. Complexities discovered during the integration design sessions have required the team to reassess the scope of the project and the deployment strategy

Next Steps & Project Milestones:

1. Gain approval to continue with the Kronos project
2. Re-scope the project and project structure
3. Determine the best method by which integration between PeopleSoft and Kronos should occur