

## **EXHIBIT K: PROJECT ASSUMPTIONS**

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CGI has specified general project assumptions as well as assumptions associated with specific tasks, activities, roles and responsibilities. These additional assumptions are provided to assist the City in understanding the basis CGI used with regard to project scope, timing, resources, roles and responsibilities. They represent the underlying analysis used by CGI in the preparation of the project approach, project plan, and cost.

### **GENERAL AND PROJECT ADMINISTRATION ASSUMPTIONS**

#### **General Project Assumptions**

- The SOW and associated exhibits primarily outline CGI's tasks and obligations for the FMS 2.0 project. The costs and timeline for delivering CGI services assumes the provision of sufficient City resources to complete the City-related tasks in the project plan. During the project, an inability to secure sufficient City staffing will affect the CGI cost estimates and/or duration of the project. A change order may be required to address any revisions to price and/or project timeline.
- CGI will utilize its CGI Advantage Implementation Methodology to facilitate project planning, management, and project execution. Interfaces, reports/queries, data conversion software, and any other software development are estimated with the intention of leveraging the CGI Advantage software, tools, and methodology.

#### **Project Plan Assumptions**

- The target start date for the FMS 2.0 project is September 1, 2014.
- The FMS 2.0 project is a joint effort between the City and CGI.
- The City will provide a full time Project Manager with responsibility for ensuring the completion of the City-related tasks on the project plan by City personnel and for coordinating project tasks and activities within the City.
- The City Project Manager will review available options and project issues in a timely manner (i.e., within ten (10) business days, or as mutually agreed to by the City and CGI Project Managers) in order to minimize delays to the project schedule. If resolution cannot be made within the ten (10) business days (or as mutually agreed to by the City and CGI Project Managers), the City Project Manager will verify that the issue is raised to the appropriate level.
- The City will establish a Steering Committee that will be responsible for resolving issues and providing overall guidance and direction to the project.
- A City Project Executive will be appointed to the project to resolve issues affecting or involving other City organizations the project management team cannot resolve in a timely manner.
- CGI and the City will divide the design, development, and testing of reports and forms in accordance with the Implementation Analysis Document and detailed project plan.

- The City and CGI will develop go-live criteria and conduct readiness assessments for the FMS 2.0 project.
- CGI Advantage 3.10 will be implemented for the FMS 2.0 Project
- Our approach to performing project tasks assumes that the Project Plan will be evaluated and updated as circumstances change throughout the project
- For increased efficiency and re-use, the project will follow the standards of the FMS project and will utilize the same tools where applicable.
- CGI may perform work off site at CGI's option.
- CGI pricing is a loaded rate and includes all costs such as travel.
- All executive level briefings (materials and conducting of meetings) will be a City Project Manager responsibility.
- The City will stay on their current commodity code structure of the 2001 version of UNSPEC. Any changes to this will adversely impact the project timeline.
- Proprietary departments of the City are not included in the scope.

### **Staffing Assumptions**

- A dedicated City Project Manager and project team will be established to work on the FMS 2.0 project to provide for timely completion of the City's project responsibilities.
- The City will include participants from each of the City's organizations with a stake in the success of the overall engagement. The participants should be at a senior organizational level such that their perspective represents the overall business objectives of the organization and their authority is sufficient for them to make resource and financial commitments necessary to gain engagement success.
- The City will provide additional resources to support the core project team and complete City tasks. These resources may include, but are not limited to, project sponsors and executives (Executive Steering Committee), technical experts, trainers, end users, managers, IT staff, and the operations staff maintaining the new system upon implementation. These resources need not be dedicated full-time to the project, but must be available to complete their assigned tasks per the mutually agreed upon detailed project plan.
- The City Project Manager will assign qualified functional and technical experts of the current systems being replaced to work with CGI in designing the interfaces, conversions, and application software, setting up the databases, and resolving system implementation issues.
- CGI will coordinate its project activities through the City Project Manager in regards to project-related CGI Advantage items such as issues, contract amendments, invoicing, status reports, etc.
- Technical environments will be maintained by trained Information Technology Agency (ITA) staff members that have experience from the FMS Project
- The existing FMS technical team (including City DBAs and System Programmers) will be leveraged to support this project.
- The City will provide trained Database Administrators (DBAs) and System Programmers that will support the FMS 2.0 Project.

- The City is responsible for all Technical Infrastructure, Documentum, Historical Reporting, System Retirement/Archiving, Centralized Repository, Data Extract / Data Cleansing, Policy and Procedures, coordination of interface testing with departments and external entities, Nightly Cycle, and steady-state operations tasks.

## **Facilities and Access**

- The City will establish a suitable work environment for CGI staff. This work environment usually includes accommodations and workspace for CGI personnel who will work onsite, telephone lines to CGI offices, internet and computer systems connectivity, and any hardware and/or software resources required for the project. CGI personnel will provide their own laptops with internet connectivity capability. The City will provide onsite lockable storage for storing CGI confidential information. CGI will comply with all City policies and procedures regarding connecting laptops to the City's network.
- The City will secure and establish an adequate number of PC workstations to support usage by the City project team. In addition, the CGI project team will require a furnished working space environment somewhere onsite at the City (preferably close in proximity to the City Project Manager and the City's core project team) for the duration of the FMS 2.0 Project.
- The City will provide normal office supplies for the project team. Normal office supplies include desks, phones with local calling access, pens, pencils, paper, adequate filing space, and access to conference rooms for project-related meetings.
- CGI will have access to the City's information system resources and designated work areas 24 hours per day, seven days per week for the duration of the project to support required operation, maintenance, and production activities.
- As quickly as procedures permit, the City will provide CGI staff access to existing systems, user IDs, passwords, etc. This includes operating systems, mainframe, databases, LANs, City's Intranet, and other systems, as necessary.
- To maximize responsiveness for user support during development, testing, and post-implementation phases, CGI will assist City staff when changes to production systems are required. For non-production systems, CGI will be provided with root access to all systems with logins that grant permissions necessary for performing their assigned tasks. CGI agrees such access should be restricted to selected individuals for any component in production use. CGI also agrees to abide by all relevant security regulations concerning access to and confidentiality of data.
- The City's full time project members will have access to the City's current system(s), policies, and procedures. The lack of access to such resources may adversely affect project schedule and costs.
- The City will provide CGI remote access and will jointly work to develop access rights consistent with City Security policies and procedures.

## **Deliverables & Standards Assumptions**

- For each deliverable in written format, CGI will provide the City with one (1) hard copy of the deliverable and one (1) soft copy of the deliverable in source file format (e.g., Microsoft Word).

- The review and approval of change requests and the resolution of issues will be performed using mutually agreed processes. These processes will incorporate timeframes based on priority and severity of impact so as not to adversely affect project schedule or cost.
- The City and CGI will mutually agree upon a set of project standards prescribing the adopted processes, responsibilities, and timeframes for key project activities, including, but not limited to: deliverables review and acceptance, issue management, risk management, software construction standards, work product reviews, change order management, and quality management.
- CGI will provide a deliverable transmittal / notification letter with each project deliverable, including services-only deliverables.

### **Hardware and Software Assumptions**

- The City will be implementing CGI Advantage software on a supported CGI technical architecture.
- It is assumed CGI and the City will maintain CGI Advantage at a current release level during the project phases according to the recommendation of the CGI Project Manager.
- The City will procure and establish all necessary technical infrastructure within the timeframes outlined in the project plan.
- The Technical Specifications document from the Envision phases will define the future technical architecture; the City may be required to procure additional hardware based on the specifications.
- The existing FMS integration with Documentum will be leveraged with minimal changes.
- The City will migrate it's Advantage application servers from AIX to Red Hat Linux; The City will be responsible for any Operating System upgrades that they choose to pursue.
- The City will migrate off of using Adobe Central Pro for forms to Adobe LiveCycle.

### **Additional General Assumptions**

- As part of the Vendor Self Service implementation, Vendors will be established for purposes of Financial Inquiry and Electronic Invoices. The City will not open up the Vendor Registration / Maintenance functions to external vendors, and will instead establish them in VSS after becoming a vendor in FMS.

## **ASSUMPTIONS - PROJECT PHASE**

### **Project Management Assumptions**

- City owns all executive level communication and status reporting with CGI's participation

### **Infrastructure / Technical Environment Assumptions**

- The City's DBAs and System Programmers will be available for all project work



## **Build Phase Assumptions**

- CGI will install the CGI Advantage and associated 3<sup>rd</sup> Party software suite on the City-installed hardware procured to support the environments specified in the SOW and associated exhibits.
- The City and CGI staff will use the third-party tools integrated with CGI's proposed solution in lieu of other methods of software development in order to leverage the efficiencies inherent in the standard CGI Advantage software and CGI infoAdvantage software.
- The City will assign adequate numbers of functional and technical resources knowledgeable in the City's systems to facilitate, test, reconcile, and verify the conversion, interface, reports and forms processes.
- The City is responsible for building a solution to support its requirements for reporting against and accessing historical non-converted data. The conversion of detailed historical non-converted data into the production database is not included in the FMS 2.0 project nor recommended by CGI.
- The City will be primarily responsible for planning and executing the User Acceptance Test. CGI will help resolve issues and answer City staff's questions during the test.
- The City will be responsible for loading and maintaining the security tables in CGI Advantage. CGI will provide support to City staff as defined in the Security and Workflow Strategy within the Implementation Analysis Document and outlined in the project plan.
- The City will be responsible for developing the internal control plans and updating the policies and procedures for the FMS 2.0 Project.
- The City will utilize Control-M for any automated job controller in the FMS related interfaces and is fully responsible for any changes and testing.

## **Achieve Phase Assumptions**

- The City will verify and certify the results of test conversions prior to the final data conversion.
- The City is responsible for providing key resources to be actively involved in the preparation, approval, and execution of the production cutover script.

## **ASSUMPTIONS – KEY FMS UPGRADE PROJECT TASK AREAS**

### **FMS Upgrade – Project Team Training Assumptions**

- CGI will work with the City to schedule the appropriate time and staff that will attend the FMS Upgrade Project Team Training. Attendance will be limited to a maximum of 15 members of the City's project team per session. Attendees will be City SMEs responsible for the City tasks associated with the FMS Upgrade.
- All materials for Product Training and Technical Training are on baseline CGI Advantage and CGI infoAdvantage materials.
- When referring to new functionality in v3.10, this includes functionality from v3.8 to v3.9 as well as v3.9 to v3.10.

- Any new functionality that the City chooses to implement as part of the Advantage Financial upgrade from v3.8 to v3.10 will not require any Software Modifications.

### **Code Merge Assumptions**

- Any previous FMS modifications that are now part of baseline functionality will not be brought forward and instead the baseline functionality will be used (e.g., Documentum integration is now part of the baseline CGI Advantage 3.10)
- The custom universes/reports/interfaces/forms are excluded from the Code Merge

### **FMS Upgrade – Software Updates – Interfaces Assumptions**

- The City will coordinate any necessary external interface datasets to be used during testing
- The City will be responsible for coordinating any updates to external systems that are impacted by the upgrade
- CGI support is limited to the interfaces identified in the Upgrade Analysis
- The City will continue to use the same interface processes they use in FMS (e.g., will not be implementing the CGI Advantage Interface manager)

### **FMS Upgrade – Software Updates – Reports and Forms Assumptions**

- The City will notify and provide support to departmental users who have user-developed reports; CGI support is limited to the Corporate/Schedule reports and Adobe Forms identified in the Upgrade Analysis

### **FMS Upgrade – Integrated System Test (IST) Assumptions**

- Will include functionality configuration and modification/data conversion/interfaces/reports that are system test approved by the time of execution; all additional items will be tested as part of the UAT

### **FMS Upgrade – User Acceptance Test (UAT) Assumptions**

- The testers for the UAT will be limited to Controller, ITA, and key department liaisons

### **FMS Upgrade – End User Training Updates Assumptions**

- The City will update the existing FMS training materials
- The City will provide all training rooms and will coordinate all users for training
- The City will use this as an opportunity to perform refresher training for City department users at their discretion

### **FMS Upgrade – Help Desk Training Updates Assumptions**

- The City will update the existing FMS Operations and Help Desk materials