

Jonesboro-Springbrook Joint Project Plan - Summary

ID	Start Date	Finish Date	Type	Status	Project Activity	Response.
1	12/1/2008	12/31/2008	Planning	Complete	Discovery and Initial Issue and Project Plan	COJ,SB
				Complete	Initial Meeting with Mayor and Jim	COJ,SB
				Complete	Compile list of for immediate Issues	COJ,SB
				Complete	Compile list of for Milestone Projects	COJ,SB
				Complete	Initial Plan for addressing immediate Issues	COJ,SB
				Complete	Initial Plan for addressing Milestone Projects	COJ,SB
				Complete	Initial Plan for tracking status - weekly status calls	COJ,SB
2	1/1/2009	1/31/2009	Issue	Complete	Maintenance of Springbrook Software Service Packs	COJ,SB
				Complete	Review status of previous Service Packs	SB
				Complete	Create a recommended procedure for Service Packs	SB
				Complete	Create action items for Jonesboro regarding frequency and Tracking	COJ,SB
				Complete	Implement quarterly review of release notes and Service Pack updates	COJ
				Complete	Implement alternative plan of loading Service Packs in testing environment	COJ,SB
3	1/1/2009	1/31/2009	Issue	Review	Service Pack and Custom Programming Omission	COJ,SB
				Complete	Review status of previous Service Packs	SB
				Complete	Diagnostic Testing on Service Pack in question	SB
				Complete	Attempted re-creation of error - result unable to duplicate	COJ,SB
				Complete	Implement alternative plan of loading Service Packs in testing environment	COJ
				Complete	Implement alternative plan of special backups prior to Service Pack initiation	COJ,SB
				Review	Will test when the next Service Pack is loaded	COJ,SB
4	1/1/2009	1/31/2009	Issue	Complete	Warning on Duplicate Check Number	COJ,SB
				Complete	Review issue with staff	COJ,SB
				Complete	System is functioning as designed	SB
				Complete	Created a WO to add enhancement to system for COJ	SB
				Complete	Designed and Updated Jonesboro system with enhancement	SB
				Complete	Tested Enhancement - Successfully	COJ,SB
5	1/1/2009	1/31/2009	Issue	Complete	Collections and Look-up of Permit accounts slow	COJ,SB

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				Complete Complete Complete Complete Complete	Review issue with staff Several suggested procedures to improve situation Implemented several suggestions, including account clean-up Note: ID # 9 may also assist this further Tested Enhancement - Successfully	COJ,SB SB SB COJ,SB COJ,SB
6	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete Complete	COJ needed assistance in Journal Entry set-up Review issue with staff Several suggested procedures to improve situation Springbrook trained COJ personnel on this task COJ staff created needed JE	COJ,SB COJ,SB SB COJ,SB COJ,SB
7	1/1/2009	1/31/2009	Issue	Pending/V7 Complete Complete In-Process In-Process Complete Complete/V7 Complete	Batch File/Data Entry Review issue with staff Several suggested procedures to improve situation Improve internal controls Review and update Security System to limit access Educate staff to correct methodology of data entry Add more detailed security at the batch processing level - already done in V7 Added several reports to assist COJ in tracking users	COJ,SB COJ,SB SB COJ COJ COJ SB SB
8	1/1/2009	1/31/2009	Issue	In-Process Complete Complete Complete Complete Waiting ?	Performance Issues Review issue with staff Diagnostic Testing Attempted re-creation Several suggested procedures to improve situation COJ IT to call Springbrook IT personnel to discuss options (waiting 3 weeks) Next steps dependent upon action items from discussion above	COJ,SB COJ,SB SB SB SB COJ
9	1/1/2009	1/31/2009	Issue	Complete Complete Complete	Remote Time-Card Entry Evaluation Review issue with staff Several suggested procedures to improve situation	COJ,SB COJ,SB SB

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				Complete	Created Milestone Project (ID 28)	COJ,SB
10	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete Review	COJ not using applications that were purchased Review issue with staff Several suggested procedures to improve situation Created Milestone Project (ID #) Will test when the next Service Pack is loaded	COJ,SB COJ,SB SB COJ,SB COJ,SB
11	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete	Analyze system to see what areas are not being fully utilized Review issue with staff Several suggested procedures to improve situation Created Milestone Project (ID #)	COJ,SB COJ,SB SB COJ,SB
12	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete Complete	Client Service Packs on PCs not matching Server release Review issue with staff Several suggested procedures to improve situation Create action items for Jonesboro regarding frequency and Tracking COJ has addressed and updated	COJ,SB COJ,SB SB COJ,SB COJ
13	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete Complete	Fixed Assets numbering issue Review issue with staff Springbrook trained in how to handle COJ has addressed and updated Review module to insure it works for COJ - confirmed	COJ,SB COJ,SB COJ,SB COJ COJ
14	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete	Review latest Springbrook version (V7) Review benefits with COJ Presented overview to Department heads Recommendation to move to V7 later in 2009 - see Milestone - ID #	COJ,SB COJ,SB SB COJ
15	1/1/2009	1/31/2009	Issue	Complete Complete	Council Report with incorrect figures Review issue with staff	COJ,SB COJ,SB

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ID	Start Date	Finish Date	Type	Status	Project Activity	Response.
				Complete Complete Complete	Springbrook Analysis - problems with chart of accounts (COA) structure Recommendation to redo COA - see Milestone - ID # Rewrote and created several new reports until new COA is complete	SB COJ COJ,SB
16	1/1/2009	1/31/2009	Issue	Complete Complete Complete Complete Complete	Select COA moved to another fund Review issue with staff Springbrook performed an audit of the system to find what user changed system Determined to be user error Springbrook recommended changes to the security COJ updated security	COJ,SB COJ,SB SB COJ,SB SB COJ
17	1/1/2009	2/28/2009	Issue	Complete Complete Complete Complete Complete	Misc. "TTY" error Review issue with staff Springbrook performed an audit and diagnostic of the system Determined to be a locking error caused by a conflict re-indexing schema Springbrook corrected a nightly procedure to correct the situation COJ tested and error has disappeared	COJ,SB COJ,SB SB COJ,SB SB COJ
18	1/1/2009	2/28/2009	Issue	Complete Complete Complete Complete	Inventory defaults to last years rate Review issue with staff Springbrook updated rates and system COJ tested and system is fine	COJ,SB COJ,SB SB COJ
19	1/1/2009	2/17/2009	Issue	Complete Complete Complete Complete	Fixed Asset Printing issue Review issue with staff COJ modified report to fit their parameters COJ tested and report is fine	COJ,SB COJ,SB COJ COJ
20	2/15/2009	3/22/2009	Support	In-Process Complete In-Process Pending	Validation for blank dates Review issue with staff Reviewing possible solutions Review the use of of new solution	COJ,SB COJ,SB SB COJ,SB

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				Waiting	Create any necessary reports with this updated solution	COJ,SB
21	3/3/2009	3/22/2009	Support	In-Process Complete In-Process Pending Waiting	Step Report in Payroll Review issue with staff Several suggested procedures to improve situation Review the use of of new procedure Create Reports with this new format	COJ,SB COJ,SB SB COJ,SB COJ,SB
22	3/9/2009	3/22/2009	Question	In-Process Complete Complete In-Process Pending	Handling Other Financing sources and interfund transfers Review issue with staff Several suggested procedures to improve situation Review the use of sub-ledger and/or section types to handle this Create Reports with this new format	COJ,SB COJ,SB SB COJ,SB COJ,SB
23	3/9/2009	3/10/2009	Support	Complete Complete Complete	Can not delete accounts from ID # 16 Review issue with staff Springbrook helped resolve	COJ,SB COJ,SB COJ,SB
24	2/1/2009 12/9/2008 2/9/2009 2/16/2009	2/15/2009 2/9/2009 2/16/2009 3/5/2009	Milestone	Complete Complete Complete Complete	Train Jonesboro Project Manager (Priority - 1) Initial Review and training at Jonesboro One-on-One Training in Portland Office - 1 week Continued Training as required	COJ,SB COJ,SB COJ,SB COJ,SB
25	2/1/2009	2/15/2009	Milestone	Pending Pending Pending Pending Pending	Set System back to Progress and upgrade to V6.07 (Priority - 1) (contingent upon Issue - # 8 - waiting on COJ) Unknown until COJ calls to discuss Unknown until COJ calls to discuss Unknown until COJ calls to discuss Unknown until COJ calls to discuss	COJ,SB
26	12/1/2008 1/2/2009	5/30/2009 1/20/2009	Milestone	In-Process Complete	Create new COA (Priority - 1) Review Existing Chart and where it is lacking	COJ,SB COJ,SB

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	1/20/2009	2/5/2009		Complete	Review Springbrook suggestions for new COA	COJ,SB
	2/5/2009	2/5/2009		Complete	Finalize Review	COJ
	2/5/2009	3/5/2009		Complete	Review COA with Auditing Firm	COJ
	3/5/2009	4/5/2009		Pending	Waiting for Auditing Firm	COJ
	4/5/2009	4/10/2009		Waiting	Review Finalized Chart	COJ
	4/10/2009	4/30/2009		Waiting	Implement, convert and test new COA in testing environment	COJ,SB
	4/30/2009	5/30/2009		Waiting	Implement, convert and test new COA in Production environment	COJ,SB
27	1/1/2009	6/30/2009	Milestone	In-Process	Create Internal Controls for COJ (Priority - 1)	COJ,SB
	1/2/2009	1/20/2009		Complete	Review Existing Controls	COJ
	2/16/2009	3/5/2009		Complete	Review Security settings	COJ,SB
	2/16/2009	3/15/2009		Complete	Research what other cities are doing	COJ
	3/15/2009	4/30/2009		In-process	Initial Design of new Internal Controls	COJ
	4/30/2009	6/30/2009		Pending	Implementation of new Internal Controls	COJ
28	2/15/2009	7/15/2009	Milestone	In-Process	Implement Remote Time Entry for Payroll (Priority - 2)	COJ,SB
	2/15/2009	3/5/2009		Complete	Review Existing Time Entry procedures	COJ
	3/5/2009	3/15/2009		Complete	Review and update Security system for employee entry	COJ,SB
	3/12/2009	3/15/2009		Complete	Initial Training on Remote Time Entry	COJ,SB
	3/15/2009	4/15/2009		Pending	Initial Training and trial run with IT department	COJ
	4/15/2009	7/15/2009		Waiting	Implement in the other Departments	COJ
29	4/1/2009	7/30/2009	Milestone	In-Process	Get Budgeting system in use by all Departments (Priority - 2) (contingent upon New COA - # 26)	COJ,SB
	2/5/2009	3/5/2009		Complete	Review COA with Auditing Firm	COJ
	3/5/2009	4/5/2009		Pending	Waiting for Auditing Firm	COJ
	4/5/2009	4/10/2009		Waiting	Review Finalized Chart	COJ
	4/10/2009	4/30/2009		Waiting	Initial Training for select personnel and Department heads	COJ,SB
	4/30/2009	5/30/2009		Waiting	Practice on the test environment	COJ
	5/30/2009	6/30/2009		Waiting	Other Departments are trained on how to use the Budget application	COJ
	6/30/2009	7/30/2009		Waiting	Budget is in place and ready to be used	COJ

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30	2/15/2009	6/30/2009	Milestone	In-Process	Set-up Report Tool Training for Departments (Priority - 2) (contingent upon New COA - # 26)	COJ,SB
	2/15/2009	2/28/2009		Complete	Get Jack trained on all Reporting Tools	COJ,SB
	2/15/2009	3/6/2009		Complete	Preliminary Departmental Analysis - Jack	COJ,SB
	3/6/2009	3/13/2009		Complete	Springbrook review of Departmental Analysis	COJ
	3/16/2009	3/17/2009		Complete	Springbrook On-site Departmental meetings and review	COJ
	3/17/2009	3/31/2009		Pending	Prioritize Departments as to Training or as to Jack writing the report	COJ
	3/31/2009	4/30/2009		Waiting	Training of Departments using the Reporting Tools	COJ,SB
	3/31/2009	4/30/2009		Waiting	Design, analysis of reports being written by Jack	COJ,SB
	4/30/2009	5/30/2009		Waiting	Implement, convert and test new COA in Production environment (# 26)	COJ,SB
5/30/2009	6/30/2009	Waiting	Production for reports and departments writing reports	COJ		
31	2/15/2009	5/30/2009	Milestone	In-Process	Set-up Additional Application Training (Priority - 3)	COJ,SB
	2/15/2009	3/6/2009		Complete	Preliminary Departmental Analysis - Jack	COJ,SB
	3/6/2009	3/13/2009		Complete	Springbrook review of Departmental Analysis	SB
	3/16/2009	3/17/2009		Complete	Springbrook On-site Departmental meetings and review	COJ,SB
	3/17/2009	3/30/2009		Pending	Planning of Departmental Training	COJ,SB
	4/6/2009	4/10/2009		Waiting	Purchase Order Training	COJ,SB
	4/13/2009	4/17/2009		Waiting	Building Permit Training	COJ,SB
	4/20/2009	4/24/2009		Waiting	Code and Contact Management Training	COJ,SB
	4/27/2009	5/1/2009		Waiting	General Financial Query Capabilities Training	COJ,SB
	5/11/2009	5/15/2009		Waiting	Fixed Assets Training	COJ,SB
5/15/2009	5/30/2009	Waiting	Additional Training as required	COJ,SB		
32	4/1/2009	7/30/2009	Milestone	In-Process	Get Project Management Live (Priority - 3)	COJ,SB
	2/15/2009	3/6/2009		Complete	Preliminary Departmental Analysis - Jack	COJ,SB
	3/6/2009	3/13/2009		Complete	Springbrook review of Departmental Analysis	SB
	3/16/2009	3/17/2009		Complete	Springbrook On-site Departmental meetings and review	COJ,SB
	4/1/2009	4/30/2009		Pending	Internal Project Management Discussion and Data Collection	COJ
	5/1/2009	5/5/2009		Pending	Initial Business Process Study	COJ,SB
	5/5/2009	5/30/2009		Waiting	Initial Project Management Design and Discussion	COJ,SB
	6/1/2009	6/30/2009		Waiting	Initial Training and test sessions	COJ,SB

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	7/1/2009	7/30/2009		Waiting	Final training and go live	COJ,SB
33	7/1/2009	10/30/2009	Milestone	Pending	Review 3rd Party Applications for integration analysis (Priority - 4)	COJ,SB
	7/1/2009	7/30/2009		Pending	Discussion with Department Heads	COJ
	8/1/2009	8/30/2009		Pending	Business Analysis and Interface quotes prepared	SB
	9/1/2009	10/30/2009		Pending	Design, Implementation and Training for interfaces	COJ,SB
34	10/1/2009	3/30/2010	Milestone	Pending	Migration to Version 7 (Priority - 4)	COJ,SB
	10/1/2009	10/30/2009		Pending	Began initial discussion with Department Heads	COJ
	11/1/2009	11/30/2009		Pending	Review of custom programming and migration quote	SB
	11/30/2009	12/30/2009		Pending	Conversation and updating of any custom	SB
	1/1/2009	3/30/2010		Pending	Scheduling of Training and Implementation Services	COJ,SB