

EXHIBIT B: DELIVERABLES DEFINITION

The table below provides a list of deliverables to be completed by CGI for the FMS 2.0 Project:

CGI Deliverables

Deliverable #	Deliverable Name	Work Products and Description
Project Management		
CGI-1.1	Monthly Status Report 1 - September 2014	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.2	Monthly Status Report 2 - October 2014	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.3	Monthly Status Report 3 - November 2014	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.4	Monthly Status Report 4 - December 2014	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.5	Monthly Status Report 5 - January 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.6	Monthly Status Report 6 - February 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks

Deliverable #	Deliverable Name	Work Products and Description
CGI-1.7	Monthly Status Report 7 - March 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.8	Monthly Status Report 8 - April 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.9	Monthly Status Report 9 - May 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.10	Monthly Status Report 10 - June 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.11	Monthly Status Report 11 - July 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.12	Monthly Status Report 12 - August 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.13	Monthly Status Report 13 - September 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks

Deliverable #	Deliverable Name	Work Products and Description
CGI-1.14	Monthly Status Report 14 - October 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.15	Monthly Status Report 15 - November 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.16	Monthly Status Report 16 - December 2015	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.17	Monthly Status Report 17 - January 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.18	Monthly Status Report 18 - February 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.19	Monthly Status Report 19 - March 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.20	Monthly Status Report 20 - April 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks

Deliverable #	Deliverable Name	Work Products and Description
CGI-1.21	Monthly Status Report 21 - May 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.22	Monthly Status Report 22 - June 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.23	Monthly Status Report 23 - July 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.24	Monthly Status Report 24 - August 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.25	Monthly Status Report 25 - September 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.26	Monthly Status Report 26 - October 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.27	Monthly Status Report 27 - November 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks

Deliverable #	Deliverable Name	Work Products and Description
CGI-1.28	Monthly Status Report 28 - December 2016	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.29	Monthly Status Report 29 - January 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.30	Monthly Status Report 30 - February 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.31	Monthly Status Report 31 - March 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.32	Monthly Status Report 32 - April 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.33	Monthly Status Report 33 - May 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.34	Monthly Status Report 34 - June 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks

Deliverable #	Deliverable Name	Work Products and Description
CGI-1.35	Monthly Status Report 35 - July 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
CGI-1.36	Monthly Status Report 36 - August 2017	• Prepare Project Plan • Prepare Status Reports • Facilitate Project Team Meetings • Manage Issues and Risks • Provide Issue Resolutions and Options • Manage day-to-day CGI tasks
Technical Environment Support		
CGI-2.1	Technical Environment Support 1 - September 2014	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.2	Technical Environment Support 2 - October 2014	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.3	Technical Environment Support 3 - November 2014	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.4	Technical Environment Support 4 - December 2014	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live

Deliverable #	Deliverable Name	Work Products and Description
CGI-2.5	Technical Environment Support 5 - January 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.6	Technical Environment Support 6 - February 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.7	Technical Environment Support 7 - March 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.8	Technical Environment Support 8 - April 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.9	Technical Environment Support 9 - May 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live

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CGI-2.10	Technical Environment Support 10 - June 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.11	Technical Environment Support 11 - July 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.12	Technical Environment Support 12 - August 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.13	Technical Environment Support 13 - September 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.14	Technical Environment Support 14 - October 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live

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CGI-2.15	Technical Environment Support 15 - November 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.16	Technical Environment Support 16 - December 2015	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.17	Technical Environment Support 17 - January 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.18	Technical Environment Support 18 - February 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.19	Technical Environment Support 19 - March 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live

Deliverable #	Deliverable Name	Work Products and Description
CGI-2.20	Technical Environment Support 20 - April 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.21	Technical Environment Support 21 - May 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.22	Technical Environment Support 22 - June 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.23	Technical Environment Support 23 - July 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.24	Technical Environment Support 24 - August 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live

Deliverable #	Deliverable Name	Work Products and Description
CGI-2.25	Technical Environment Support 25 - September 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.26	Technical Environment Support 26 - October 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.27	Technical Environment Support 27 - November 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.28	Technical Environment Support 28 - December 2016	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.29	Technical Environment Support 29 - January 2017	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live

Deliverable #	Deliverable Name	Work Products and Description
CGI-2.30	Technical Environment Support 30 - February 2017	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.31	Technical Environment Support 31 - March 2017	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.32	Technical Environment Support 32 - April 2017	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.33	Technical Environment Support 33 - May 2017	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
CGI-2.34	Technical Environment Support 34 - June 2017	• Provide technical environment support including: ◦ Set up and maintain non-production environments #1-6, production staging and production environments ◦ Install CGI Advantage Financial, Procurement, Inventory and Vendor Self Service software and associated 3rd party software • Provide version control and configuration management for environments until Go-Live
FMS Upgrade		

Deliverable #	Deliverable Name	Work Products and Description
CGI-3.1	FMS Upgrade – Project Team Training	- Provide baseline materials and conduct training for the following: - Financial 3.10 Familiarization Training - Eight (8) registrations to 2014 CGI Advantage Forum for product overview
CGI-4.1	Upgrade Analysis Document	Upgrade Analysis Document including: - Identified Required Updates to Interfaces - Identified Required Updates to Reports - Identified Required Updates to Universes - Identified Required Updates to Adobe Forms - Identified Required Updates to Nightly Cycle - Identified Required Updates to Existing Configuration Tables Based on Current Use of FMS Functionality and New Available Functionality
CGI-5.1	Code Merge	- Merge City Advantage 3.8 existing customizations with 3.10 baseline code - Conduct shakedown testing - Walkthrough shakedown testing results to City - Package codebase and deliver - Install codebase into non-prod test environments
CGI-6.1	FMS Upgrade – Software Configuration Updates Support - Part 1	Support Software Configuration Updates – Part 1 in the following areas: Provide guidance to City to apply reference data configurations
CGI-6.2	FMS Upgrade – Software Configuration Updates Support - Part 2	Support Software Configuration Updates – Part 2 in the following areas: Provide guidance to City to apply reference data configurations
CGI-7.1	FMS Upgrade – Interface Software Updates Support - Part 1	Support Interface Software Updates - Part 1 in the following areas: - Clarification on the required updates to Interface Software - Provide development and test support for updated interfaces - Technical support on the usage of the standard CGI toolsets
CGI-7.2	FMS Upgrade – Interface Software Updates Support - Part 2	Support Interface Software Updates - Part 2 in the following areas: - Clarification on the required updates to Interface Software - Provide development and test support for updated interfaces - Technical support on the usage of the standard CGI toolsets

Deliverable #	Deliverable Name	Work Products and Description
CGI-8.1	FMS Upgrade – Reports Software Updates Support - Part 1	Support Reports Software Updates – Part 1 in the following areas: • Clarification on the required updates to Reports Software • Provide development, test, and issue resolution support for updated Reports and Universes • Technical support on the usage of the standard CGI toolsets
CGI-8.2	FMS Upgrade – Reports Software Updates Support - Part 2	Support Reports Software Updates – Part 2 in the following areas: • Clarification on the required updates to Reports Software • Provide development, test, and issue resolution support for updated Reports and Universes • Technical support on the usage of the standard CGI toolsets
CGI-9.1	FMS Upgrade –Forms Software Updates Support	Support Forms Software Updates in the following areas: • Installation of Adobe LiveCycle server • Conversion of Adobe Central Pro Forms to Adobe LiveCycle forms • Clarification on the required updates to Forms Software • Provide test support for updated Forms • Technical support on the usage of the standard CGI toolsets
CGI-10.1	FMS Upgrade – Updated and Tested Application Database Upgrade Scripts	• Develop and test consolidated data upgrade scripts (3.8 to 3.10) for application database • Document Results and Identify Incidents • Resolve Incidents and Re-Test
CGI-10.2	FMS Upgrade – Updated and Tested DW Database Upgrade Scripts	• Develop and test consolidated data upgrade scripts (3.8 to 3.10) for datawarehouse • Document Results and Identify Incidents • Resolve Incidents and Re-Test
CGI-11.1	FMS Upgrade – Update and Test Nightly Cycle – Support - Part 1	Support Nightly Cycle Software Updates – Part 1 in the following areas: • Clarification on the required updates to Nightly Cycle • Support the creation of Advantage job parameter files and automation scripts • Review and provided feedback on Control-M setup • Technical support on the usage of the standard CGI toolsets
CGI-11.2	FMS Upgrade – Update and Test Nightly Cycle – Support - Part 2	Support Nightly Cycle Software Updates – Part 1 in the following areas: • Clarification on the required updates to Nightly Cycle • Support the creation of Advantage job parameter files and automation scripts • Review and provided feedback on Control-M setup • Technical support on the usage of the standard CGI toolsets

Deliverable #	Deliverable Name	Work Products and Description
CGI-12.1	FMS Upgrade – Integrated System Test – Plan	- Integrated System Test Plan consisting of the following: - Identification of functionality to be tested - Defined roles and responsibilities - Updated tracking procedures
CGI-12.2	FMS Upgrade – Integrated System Test - Test Scripts	Develop Integrated System Test Scripts and Expected Results
CGI-12.3	FMS Upgrade – Integrated System Test - Test Execution and Results	- Completed Integrated System Test, reviewed with City - Integrated System Test Results Report
CGI-13.1	FMS Upgrade – User Acceptance Test - Support	- Support for setting-up reference and test data in User Acceptance Test Environment - Support for User Acceptance Test Activities - Resolved issues reported during User Acceptance Testing - Support for City's technical staff to facilitate User Acceptance Testing
CGI-14.1	FMS Upgrade – Performance Test - Plan	- Performance Test Plan containing the following: - Definition of performance targets to be tested - Defined roles and responsibilities - Updated tracking procedures
CGI-14.2	FMS Upgrade – Performance Test - Test Scripts	Develop Performance Test Scripts
CGI-14.3	FMS Upgrade – Performance Test - Test Execution and Results	- Completed Performance Test - Performance Test Results Report, including performance issues, tuning recommendations and action items
CGI-15.1	FMS Upgrade – Operational / Technical Readiness Assessment - Checklist	- Operational Readiness Checklist for monitoring preparations and readiness of City operations to support production operations, including but not limited to: - Back-up and recovery procedures - Production operations (interfaces and reports) - Technical infrastructure - Connectivity and workstations - Readiness of City systems to interface with FMS 2.0
CGI-15.2	FMS Upgrade – Operational / Technical Readiness Assessment - Support	- Support for Operational / Technical Readiness Assessment: - Monitor the progress of operational readiness items - Identify and escalate issues and delays - Implement corrective actions, as necessary
CGI-16.1	FMS Upgrade – Production Cutover	- Production Cutover Script, including detailed steps and assigned roles/responsibilities - Technical Support during Production Cutover - Operations Hand-off to City staff - Perform Production Cutover

Deliverable #	Deliverable Name	Work Products and Description
CGI-17.1	FMS Upgrade – Post Implementation Support – Month 1	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-17.2	FMS Upgrade – Post Implementation Support – Month 2	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-17.3	FMS Upgrade – Post Implementation Support – Month 3	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
SMS Replacement		
CGI-18.1	Product Training	- Provide baseline materials and conduct training for the following: - Security Configuration - Workflow Configuration and Processes
CGI-18.2	Technical Training	- Provide baseline materials and conduct training for the following: - Forms Administration – Adobe - infoAdvantage – Overview and Report Methodology - infoAdvantage – Web Intelligence - infoAdvantage – Kernel Universes - infoAdvantage - Budgeting Universe - infoAdvantage - General Accounting - infoAdvantage - Document Catalog and Chaining - infoAdvantage - Accounts Payable Universe - infoAdvantage – Procurement Universe - infoAdvantage – Inventory Universe
CGI-19.1	Software Configuration – Part 1	- Configure Application based on the Fit-Gap Analysis drafted during the Envision phase - Document Software Configuration decisions
CGI-19.2	Software Configuration – Part 2	- Configure Application based on the Fit-Gap Analysis drafted during the Envision phase - Document Software Configuration decisions
CGI-19.3	Software Configuration – Part 3	- Configure Application based on the Fit-Gap Analysis drafted during the Envision phase - Document Software Configuration decisions

Deliverable #	Deliverable Name	Work Products and Description
CGI-20.1	Software Modifications - Concept Papers - Group 1	First group of Concept Papers: • Concept Papers will be developed to provide an overview of the customizations identified for the FMS 2.0 Project as a result of the prototyping and Fit-Gap Analysis tasks and to present approach to the design, development, and testing of the identified customizations. • Any revisions to the list of Concept Papers and Software Customizations (summarized in Exhibit E – Software Modifications) and the associated levels of effort and costs for Functional Design and Software Customizations will be mutually agreed upon by the City and CGI and documented via the Change Notice process.
CGI-20.2	Software Modifications - Concept Papers - Group 2	Second group of Concept Papers: • Concept Papers will be developed to provide an overview of the customizations identified for the FMS 2.0 Project as a result of the prototyping and Fit-Gap Analysis tasks and to present approach to the design, development, and testing of the identified customizations. • Any revisions to the list of Concept Papers and Software Customizations (summarized in Exhibit E – Software Modifications) and the associated levels of effort and costs for Functional Design and Software Customizations will be mutually agreed upon by the City and CGI and documented via the Change Notice process.
CGI-20.3	Software Modifications - Concept Papers - Group 3	Third group of Concept Papers: • Concept Papers will be developed to provide an overview of the customizations identified for the FMS 2.0 Project as a result of the prototyping and Fit-Gap Analysis tasks and to present approach to the design, development, and testing of the identified customizations. • Any revisions to the list of Concept Papers and Software Customizations (summarized in Exhibit E – Software Modifications) and the associated levels of effort and costs for Functional Design and Software Customizations will be mutually agreed upon by the City and CGI and documented via the Change Notice process.
CGI-20.4	Software Modifications - Concept Papers - Group 4	First group of Concept Papers: • Concept Papers will be developed to provide an overview of the customizations identified for the FMS 2.0 Project as a result of the prototyping and Fit-Gap Analysis tasks and to present approach to the design, development, and testing of the identified customizations. • Any revisions to the list of Concept Papers and Software Customizations (summarized in Exhibit E – Software Modifications) and the associated levels of effort and costs for Functional Design and Software Customizations will be mutually agreed upon by the City and CGI and documented via the Change Notice process.

Deliverable #	Deliverable Name	Work Products and Description
CGI-20.5	Software Modifications - Functional Designs - Group 1	First group of Functional Designs: Functional Design documents which contain purpose, design, potential test cases, and assumptions
CGI-20.6	Software Modifications - Functional Designs - Group 2	Second group of Functional Designs: Functional Design documents which contain purpose, design, potential test cases, and assumptions
CGI-20.7	Software Modifications - Functional Designs - Group 3	Third group of Functional Designs: Functional Design documents which contain purpose, design, potential test cases, and assumptions
CGI-20.8	Software Modifications - Functional Designs - Group 4	Fourth group of Functional Designs: Functional Design documents which contain purpose, design, potential test cases, and assumptions
CGI-20.9	Software Modifications - Development and System Test Results - Group 1	First group of Development and System Test Results: - Software Customization Developed, Tested, and migrated to FMS 2.0 environment - System test performed and results presented to the City
CGI-20.10	Software Modifications - Development and System Test Results - Group 2	Second group of Development and System Test Results: - Software Customization Developed, Tested, and migrated to FMS 2.0 environment - System test performed and results presented to the City
CGI-20.11	Software Modifications - Development and System Test Results - Group 3	Third group of Development and System Test Results: - Software Customization Developed, Tested, and migrated to FMS 2.0 environment - System test performed and results presented to the City
CGI-20.12	Software Modifications - Development and System Test Results - Group 4	Fourth group of Development and System Test Results: - Software Customization Developed, Tested, and migrated to FMS 2.0 environment - System test performed and results presented to the City
CGI-21.1	Inbound Interfaces – Designs	Inbound Interface Design documents which will guide the development of Inbound Interface Software: Inbound Interface Design Documents, including purpose for interface, functional requirements, technical requirements, potential test cases, and assumptions
CGI-21.2	Inbound Interfaces – Development and System Test Results	- Inbound Interfaces Developed - System test performed and results presented to the City
CGI-21.3	Outbound Interfaces – Designs – Group 1	First group of Outbound Interface Design documents which will guide the development of Outbound Interface Software: Outbound Interface Design Documents, including purpose for interface, functional requirements, technical requirements, potential test cases, and assumptions

Deliverable #	Deliverable Name	Work Products and Description
CGI-21.4	Outbound Interfaces – Designs – Group 2	Second group of Outbound Interface Design documents which will guide the development of Outbound Interface Software: Outbound Interface Design Documents, including purpose for interface, functional requirements, technical requirements, potential test cases, and assumptions
CGI-21.5	Outbound Interfaces – Designs – Group 3	Third group of Outbound Interface Design documents which will guide the development of Outbound Interface Software: Outbound Interface Design Documents, including purpose for interface, functional requirements, technical requirements, potential test cases, and assumptions
CGI-21.6	Outbound Interfaces – Development and System Test Results – Group 1	First group of Development and System Test Results: - Outbound Interfaces Developed - System test performed and results presented to the City
CGI-21.7	Outbound Interfaces – Development and System Test Results – Group 2	Second group of Development and System Test Results: - Outbound Interfaces Developed - System test performed and results presented to the City
CGI-21.8	Outbound Interfaces – Development and System Test Results – Group 3	Third group of Development and System Test Results: - Outbound Interfaces Developed - System test performed and results presented to the City
CGI-22.1	Department / External System Interface Development – Support – Part 1	Provide support for the Department / External System Interface – Part 1 tasks in the following areas: Provide product guidance on designs, testing, and issue resolution.
CGI-22.2	Department / External System Interface Development – Support – Part 2	Provide support for the Department / External System Interface – Part 2 tasks in the following areas: Provide product guidance on designs, testing, and issue resolution.
CGI-23.1	Data Conversion – Designs – Group 1	First group of Designs: Data Conversion Designs containing source and target for converted data including transformation rules
CGI-23.2	Data Conversion – Designs – Group 2	Second group of Designs: Data Conversion Designs containing source and target for converted data including transformation rules
CGI-23.3	Data Conversion – Designs – Group 3	Third group of Designs: Data Conversion Designs containing source and target for converted data including transformation rules
CGI-23.4	Data Conversion – Designs – Group 4	Fourth group of Designs: Data Conversion Designs containing source and target for converted data including transformation rules
CGI-23.5	Data Conversion – Designs – Group 5	Fifth group of Designs: Data Conversion Designs containing source and target for converted data including transformation rules

Deliverable #	Deliverable Name	Work Products and Description
CGI-23.6	Data Conversion – Development and System Test Results – Group 1	First group of Development and System Test Results: - Data Conversion Software Developed - System test performed and results presented to the City
CGI-23.7	Data Conversion – Development and System Test Results – Group 2	Second group of Development and System Test Results: - Data Conversion Software Developed - System test performed and results presented to the City
CGI-23.8	Data Conversion – Development and System Test Results – Group 3	Third group of Development and System Test Results: - Data Conversion Software Developed - System test performed and results presented to the City
CGI-23.9	Data Conversion – Development and System Test Results – Group 4	Fourth group of Development and System Test Results: - Data Conversion Software Developed - System test performed and results presented to the City
CGI-23.10	Data Conversion – Development and System Test Results – Group 5	Fifth group of Development and System Test Results: - Data Conversion Software Developed - System test performed and results presented to the City
CGI-24.1	Data Cleansing/Data Extract– Support – Part 1	Provide support for the Data Cleansing/Data Extract – Part 1 tasks in the following areas: - Assisting City staff in preparing information and worksheets to facilitate data cleansing - Assisting City staff in testing and reviewing data cleansing issues and identifying corrective actions
CGI-24.2	Data Cleansing/Data Extract– Support – Part 2	Provide support for the Data Cleansing/Data Extract – Part 2 tasks in the following areas: - Assisting City staff in preparing information and worksheets to facilitate data cleansing - Assisting City staff in testing and reviewing data cleansing issues and identifying corrective actions
CGI-24.3	Data Cleansing/Data Extract– Support – Part 3	Provide support for the Data Cleansing/Data Extract – Part 3 tasks in the following areas: - Assisting City staff in preparing information and worksheets to facilitate data cleansing - Assisting City staff in testing and reviewing data cleansing issues and identifying corrective actions
CGI-24.4	Data Cleansing/Data Extract– Support – Part 4	Provide support for the Data Cleansing/Data Extract – Part 4 tasks in the following areas: - Assisting City staff in preparing information and worksheets to facilitate data cleansing - Assisting City staff in testing and reviewing data cleansing issues and identifying corrective actions

Deliverable #	Deliverable Name	Work Products and Description
CGI-24.5	Data Cleansing/Data Extract- Support – Part 5	Provide support for the Data Cleansing/Data Extract – Part 5 tasks in the following areas: - Assisting City staff in preparing information and worksheets to facilitate data cleansing - Assisting City staff in testing and reviewing data cleansing issues and identifying corrective actions
CGI-25.1	Reports – Designs – Group 1	First group of Report Designs: Report Design documents, including purpose, design, potential test cases, and assumptions
CGI-25.2	Reports – Designs – Group 2	Second group of Report Designs: Report Design documents, including purpose, design, potential test cases, and assumptions
CGI-25.3	Reports - Development and System Test Results – Group 1	First group of Report Software: - Reports Developed - System test performed and results presented to the City
CGI-25.4	Reports - Development and System Test Results – Group 2	Second group of Report Software: - Reports Developed - System test performed and results presented to the City
CGI-26.1	Forms – Designs – Group 1	First group of Form Designs: - Form Design documents, including purpose, design, potential test cases, and assumptions
CGI-26.2	Forms – Designs – Group 2	Second group of Form Designs: Form Design documents, including purpose, design, potential test cases, and assumptions
CGI-26.3	Forms - Development and System Test Results – Group 1	First group of Form Software: - Forms Developed - System test performed and results presented to the City
CGI-26.4	Forms - Development and System Test Results – Group 2	Second group of Form Software: - Forms Developed - System test performed and results presented to the City
CGI-27.1	Security and Workflow – Support – Month 1	Provide support for the Security and Workflow tasks in the following areas: Assist City staff with Security and Workflow Plan, Setup, and Testing
CGI-27.2	Security and Workflow – Support – Month 2	Provide support for the Security and Workflow tasks in the following areas: Assist City staff with Security and Workflow Plan, Setup, and Testing

Deliverable #	Deliverable Name	Work Products and Description
CGI-27.3	Security and Workflow – Support – Month 3	Provide support for the Security and Workflow tasks in the following areas: Assist City staff with Security and Workflow Plan, Setup, and Testing
CGI-27.4	Security and Workflow – Support – Month 4	Provide support for the Security and Workflow tasks in the following areas: Assist City staff with Security and Workflow Plan, Setup, and Testing
CGI-27.5	Security and Workflow – Support – Month 5	Provide support for the Security and Workflow tasks in the following areas: Assist City staff with Security and Workflow Plan, Setup, and Testing
CGI-27.6	Security and Workflow – Support – Month 6	Provide support for the Security and Workflow tasks in the following areas: Assist City staff with Security and Workflow Plan, Setup, and Testing
CGI-28.1	Nightly Cycle – Support – Part 1	Provide support for the Nightly Cycle – Part 1 tasks in the following areas: - Clarification on the required updates to Nightly Cycle - Support the creation of Advantage job parameter files and automation scripts - Technical support on the usage of the standard CGI toolsets
CGI-28.2	Nightly Cycle – Support – Part 2	Provide support for the Nightly Cycle – Part 2 tasks in the following areas: - Clarification on the required updates to Nightly Cycle - Support the creation of Advantage job parameter files and automation scripts - Technical support on the usage of the standard CGI toolsets
CGI-29.1	Integrated System Test – Plan	- Integrated System Test Plan consisting of the following: - Identification of functionality to be tested - Defined roles and responsibilities - Updated tracking procedures
CGI-29.2	Integrated System Test - Test Scripts	Develop Integrated System Test Scripts and Expected Results
CGI-29.3	Integrated System Test - Test Execution and Results	- Completed Integrated System Test, reviewed with City - Integrated System Test Results Report

Deliverable #	Deliverable Name	Work Products and Description
CGI-30.1	User Acceptance Test – Support – Month 1	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.2	User Acceptance Test – Support – Month 2	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.3	User Acceptance Test – Support – Month 3	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.4	User Acceptance Test – Support – Month 4	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.5	User Acceptance Test – Support – Month 5	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.6	User Acceptance Test – Support – Month 6	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.7	User Acceptance Test – Support – Month 7	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing
CGI-30.8	User Acceptance Test – Support – Month 8	• Support for setting-up reference and test data in User Acceptance Test Environment • Support for User Acceptance Test Activities • Resolved issues reported during User Acceptance Testing • Support for City's technical staff to facilitate User Acceptance Testing

Deliverable #	Deliverable Name	Work Products and Description
CGI-30.9	User Acceptance Test – Support – Month 9	- Support for setting-up reference and test data in User Acceptance Test Environment - Support for User Acceptance Test Activities - Resolved issues reported during User Acceptance Testing - Support for City's technical staff to facilitate User Acceptance Testing
CGI-31.1	Performance Test – Plan	- Performance Test Plan containing the following: - Definition of performance targets to be tested - Defined roles and responsibilities - Updated tracking procedures
CGI-31.2	Performance Test - Test Scripts	Develop Performance Test Scripts
CGI-31.3	Performance Test - Test Execution and Results	- Completed Performance Test - Performance Test Results Report, including performance issues, tuning recommendations and action items
CGI-32.1	End-User Training Plan	- An assessment of training needs for CGI Advantage and infoAdvantage to include: - Structure and description of training courses - Proposed course curriculum - Target training groups - Preliminary assessment of training volumes - Resource needs - Training Plan comprised of the results of the assessment plus: - Description of the Train-the-Trainer Program - End user training course catalog describing the training objectives, prerequisites and course content - Description of methods for Train-the-Trainer and end user training - Establishing and administration of the training environment - Support the City in identifying training participants
CGI-32.2	End-User Training Materials	Training Manuals and materials for the courses
CGI-32.3	Train-the-Trainer Training	City Trainer Training: - One Train-the-Trainer Kick-off session - Conduct and provide feedback on Training rehearsals - Intensive training on: - CGI Advantage functionality - Functional usage / navigation of infoAdvantage reports
CGI-32.4	End-User Training Support	Support for City Trainers in scheduling and conducting end user training.
CGI-32.5	Conduct End-User Training	Conduct up to 2400 hours of End-User Training

Deliverable #	Deliverable Name	Work Products and Description
CGI-33.1	Operations and Help Desk Documentation - Support	- Support City on CGI Advantage related operations/help desk components - Assist with creation of operations and help desk documentation - Provide guidance on how to use/interact with the Advantage Support Center (ASC) for standard maintenance software issues
CGI-34.1	Operational / Technical Readiness Assessment - Checklist	- Operational Readiness Checklist for monitoring preparations and readiness of City operations to support production operations, including but not limited to: - Back-up and recovery procedures - Production operations (interfaces and reports) - Technical infrastructure - Connectivity and workstations - Readiness of City systems to interface with FMS 2.0
CGI-34.2	Operational / Technical Readiness Assessment - Support	- Support for Operational / Technical Readiness Assessment: - Monitor the progress of operational readiness items - Identify and escalate issues and delays - Implement corrective actions, as necessary
CGI-34.3	Implementation / End-User Readiness Assessment - Checklist	- Implementation / End-User Readiness Checklist to monitor preparations and readiness of the City: - Updated and published policies and procedures - City Help Desk infrastructure and procedures
CGI-34.4	Implementation / End-User Readiness Assessment - Support	- Support for Implementation / End-User Readiness Assessment: - Monitor the progress of implementation readiness items - Identify and escalate issues and delays - Implement corrective actions, as necessary
CGI-35.1	Mock Data Conversion	- Mock Conversion - Data Conversion Full Extract - Data Conversion Duration Times - Loaded data in Conversion Staging Environment - Support Data Cleansing - Resolved Issues from Mock Conversion
CGI-36.1	Production Cutover	- Production Cutover Script, including detailed steps and assigned roles/responsibilities - Technical Support during Production Cutover - Operations Hand-off to City staff - Perform Production Cutover
CGI-37.1	Post Implementation Support – Month 1	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.2	Post Implementation Support – Month 2	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer

Deliverable #	Deliverable Name	Work Products and Description
CGI-37.3	Post Implementation Support – Month 3	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.4	Post Implementation Support – Month 4	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.5	Post Implementation Support – Month 5	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.6	Post Implementation Support – Month 6	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.7	Post Implementation Support – Month 7	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.8	Post Implementation Support – Month 8	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.9	Post Implementation Support – Month 9	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.10	Post Implementation Support – Month 10	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.11	Post Implementation Support – Month 11	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-37.12	Post Implementation Support – Month 12	- Post Implementation Functional and Technical Support - Monitor Production Operations - Resolve Issues or incidents - Knowledge Transfer
CGI-38.1	Year End Support – Month 1	- Year End Support for the following areas: - Table Setup - Batch Process Setup and Testing - Reports Execution and Verification - Results Reviewed and Issues Resolved

Deliverable #	Deliverable Name	Work Products and Description
CGI-38.2	Year End Support – Month 2	- Year End Support for the following areas: - Table Setup - Batch Process Setup and Testing - Reports Execution and Verification - Results Reviewed and Issues Resolved
CGI-38.3	Year End Support – Month 3	- Year End Support for the following areas: - Table Setup - Batch Process Setup and Testing - Reports Execution and Verification - Results Reviewed and Issues Resolved
CGI-38.4	Year End Support – Month 4	- Year End Support for the following areas: - Table Setup - Batch Process Setup and Testing - Reports Execution and Verification - Results Reviewed and Issues Resolved
CGI-39.1	CAFR Support – Month 1	- Provide baseline materials and conduct training for the following: - CAFR Functionality - CAFR Support for the following areas: - Assistance with data extracts and testing - Assistance with setup in the CAFR functionality in CGI Advantage
CGI-39.2	CAFR Support – Month 2	- CAFR Support for the following areas: - Assistance with data extracts and testing - Assistance with setup in the CAFR functionality in CGI Advantage
CGI-39.3	CAFR Support – Month 3	- CAFR Support for the following areas: - Assistance with data extracts and testing - Assistance with setup in the CAFR functionality in CGI Advantage
CGI-39.4	CAFR Support – Month 4	- CAFR Support for the following areas: - Assistance with data extracts and testing - Assistance with setup in the CAFR functionality in CGI Advantage

The table below provides a list of deliverables to be completed by the City for the FMS 2.0 Project:

City Deliverables

Deliverable #	Deliverable Name	Work Products and Description
Technical Environment		
City-1.1	Provide/Procure Servers - Non-production Environments #1-6	• Provide/Procure Servers for Non-production Environments
City-1.2	Establish Infrastructure - Non-production Environments #1-6	Conduct the following in all Non-Production Environments: • Establish logical partitions • Install operating systems • Establish database instances • Establish network connectivity and create machine credentials for CGI staff
City-1.3	Provide/Procure Servers - Production Staging	• Provide/Procure Servers for Production Staging Environment
City-1.4	Establish Infrastructure - Production Staging	Conduct the following in the Production Staging Environment: • Establish logical partitions • Install operating systems • Establish database instances • Establish network connectivity and create machine credentials for CGI staff
City-1.5	Provide/Procure Servers - Production	• Provide/Procure Servers for Production Environment
City-1.6	Establish Infrastructure - Production	Conduct the following in the Production Environment: • Establish logical partitions • Install operating systems • Establish database instances • Establish network connectivity and create machine credentials for CGI staff
FMS Upgrade		
City-2.1	Identify the new 3.10 functionality the City wants to implement as part of FMS Upgrade	• Assess the level of effort to implement the new v3.10 functionality • Identify the new functionality to implement as part of the FMS Financial 3.10 Upgrade
City-3.1	Update and Test FMS Upgrade – Software Configuration Updates	• Actively participate and make decisions on reference data setup • Configure Application based on the Upgrade Analysis • Set-up reference tables • Document Software Configuration decisions

Deliverable #	Deliverable Name	Work Products and Description
City-4.1	Develop a FMS Interface Update/Test Plan	Develop a plan to update and test the FMS interfaces impacted by the FMS Upgrade
City-4.2	Update and Test FMS Inbound and Outbound Interfaces	Update and test the FMS interfaces impacted by the FMS Upgrade
City-5.1	Develop a FMS Reports and Universes Update/Test Plan	Develop a plan to update and test the FMS reports and universes impacted by the FMS Upgrade
City-5.2	Update and Test FMS Universes	Update and test the FMS universes impacted by the FMS Upgrade
City-5.3	Update and Test FMS Reports	Update and test the FMS reports impacted by the FMS Upgrade
City-6.1	Develop a FMS Forms Test Plan	Develop a plan to test the FMS forms impacted by the FMS Upgrade
City-6.2	Test FMS Forms	Test the FMS forms impacted by the FMS Upgrade
City-7.1	Develop a FMS Nightly Cycle Update/Test Plan	Develop a plan to update and test the FMS nightly cycle jobs and processes impacted by the FMS Upgrade
City-7.2	Update and Test FMS Nightly Cycle	Update and test the FMS nightly cycle jobs and processes impacted by the FMS Upgrade
City-8.1	Develop a FMS Security and Workflow Update/Test Plan	Develop a plan to update and test the FMS security and workflow processes impacted by the FMS Upgrade
City-8.2	Update and Test FMS Security and Workflow	Update and test the FMS security and workflow processes impacted by the FMS Upgrade
City-9.1	Develop a FMS Centralized Repository Update/Test Plan	Develop a plan to update and test the centralized repository jobs and processes impacted by the FMS Upgrade
City-9.2	Update and Test FMS Centralized Repository	Update and test the centralized repository jobs and processes impacted by the FMS Upgrade
City-10.1	FMS Upgrade – User Acceptance Test – Plan	- User Acceptance Test Plan consisting of the following: - Identification of functionality to be tested - Defined roles and responsibilities - Updated tracking procedures
City-10.2	FMS Upgrade – User Acceptance Test - Test Scripts	Develop User Acceptance Test Scripts and Expected Results

Deliverable #	Deliverable Name	Work Products and Description
City-10.3	FMS Upgrade – User Acceptance Test - Test Execution and Results	- Completed User Acceptance Test, reviewed with CGI - User Acceptance Test Results Report
City-11.1	Updated FMS Training Plan	Update existing FMS Training Plan based on City's approach to conducting training as part of the FMS Upgrade
City-11.2	Updated FMS Training Materials	Update existing FMS Training Materials impacted by the FMS Upgrade
City-11.3	Conduct FMS End User Training	Conduct FMS End User Training based key areas impacted by the FMS Upgrade
City-12.1	Updated FMS Policy and Procedures	- Identify all policy and procedures that need to be developed/updated - Update/develop Policies and Procedures
City-12.2	Updated Nightly Cycle Master Schedule Documentation	- Identify all nightly cycle master schedule documentation that need to be developed/updated - Update/develop Nightly Cycle Master Schedule Documentation
City-13.1	Update and Test FMS Operations and Help Desk Documentation	- Identify all FMS Operations and Help Desk Documentation that need to be developed/updated - Update/develop FMS Operations and Help Desk Documentation
City-14.1	FMS Upgrade – Operational / Technical Readiness Assessment	- Conduct Operational / Technical Readiness Assessment: - Monitor the progress of operational readiness items - Identify and escalate issues and delays - Implement corrective actions, as necessary
City-15.1	FMS Upgrade – Implementation / End-User Readiness Assessment - Checklist	- Implementation / End-User Readiness Checklist to monitor preparations and readiness of the City: - Updated and published policies and procedures - City Help Desk infrastructure and procedures
City-15.2	FMS Upgrade – Implementation / End-User Readiness Assessment	- Conduct Implementation / End-User Readiness Assessment: - Monitor the progress of implementation readiness items - Identify and escalate issues and delays - Implement corrective actions, as necessary
SMS Replacement		
City-16.1	Department / External System Interface Development – Inbound Interfaces – Designs	- Assess impacts to Department / External Systems - Develop a Design Document that includes the business and technical requirements needed to the Department / External Systems to provide Inbound Interface data in accordance with the FMS 2.0 project specifications

Deliverable #	Deliverable Name	Work Products and Description
City-16.2	Department / External System Interface Development – Inbound Interfaces – Development and Unit Testing	- Develop software to support the Inbound Interfaces in accordance with the approved design documents - Unit test the software and provide sample files to the FMS 2.0 project team - Correct any issues based on FMS 2.0 feedback
City-16.3	Department / External System Interface Development – Inbound Interfaces – System Testing	- Perform system test of Inbound Interfaces and document results - Correct any issues based on FMS 2.0 feedback
City-16.4	Department / External System Interface Development – Outbound Interfaces – Designs	- Assess impacts to Department / External Systems - Develop a Design Document that includes the business and technical requirements needed to the Department / External Systems to process Outbound Interface data in accordance with the FMS 2.0 project specifications
City-16.5	Department / External System Interface Development – Outbound Interfaces – Development and Unit Testing	- Develop software to support the Outbound Interfaces in accordance with the approved design documents - Unit test the software and process sample files to the FMS 2.0 project team - Correct any issues based on FMS 2.0 feedback
City-16.6	Department / External System Interface Development – Outbound Interfaces – System Testing	- Perform system test of Outbound Interfaces and document results - Correct any issues based on FMS 2.0 feedback
City-16.7	Develop a Strategy for Accessing Legacy Data	- Document City retention requirements for accessing historical legacy data - Develop a strategy for accessing historical legacy data
City-16.8	Develop and Test Solution for Accessing Historical Legacy Data	Develop and test a solution for accessing historical legacy data
City-17.1	Data Extract - Software Design	Develop a detailed Data Extract – Software Design describing the business and technical rules to extract data from SMS in accordance with the Data Conversion Designs
City-17.2	Data Extract - Software Development and System Test Results	- Develop Data Extract Software from SMS in accordance with the Data Conversion Designs - Perform system test of data extract software and document results - Correct any issues and re-test
City-17.3	Data Cleansing – Plan and Procedures	Develop a Data Cleansing – Plan and Procedures document that documents the approach, timeline, and responsibilities to cleanse the data, resolve any necessary issues, and document any necessary procedures

Deliverable #	Deliverable Name	Work Products and Description
City-17.4	Data Cleansing – Cleanse Data and Resolve Issues	- Take corrective actions to cleanse any data issues - Document results and any necessary procedures
City-18.1	Reports - Designs - City-developed	City-developed Report Software: Reports Designed
City-18.2	Reports - Development and System Test Results – City-developed	City-developed Report Software: Reports Developed and Tested
City-19.1	Forms - Designs - City-developed	City-developed Forms Software: Forms Designed
City-19.2	Forms - Development and System Test Results – City-developed	City-developed Forms Software: Forms Developed and Tested
City-20.1	Security and Workflow – Plan	Develop a plan to design, configure, and test the Security and Workflow changes required to FMS by adding Procurement, Inventory, and VSS
City-20.2	Security and Workflow - Setup Design	Document the required configuration setup to support the Security and Workflow changes needed as part of the FMS 2.0 project
City-20.3	Security and Workflow - Setup Configured	Setup the Security and Workflow tables based on the design
City-20.4	Security and Workflow - Test Plan	Develop a plan which defines the specific goals of the Security and Workflow Test, the components of CGI Advantage Security and Workflow to be tested, the test cases and expected results, and the roles and responsibilities
City-20.5	Security and Workflow - Test Scripts	Develop detailed test scripts for testing the Security and Workflow functionality
City-20.6	Security and Workflow - Test Execution and Results	- Execute Security & Workflow Test Scripts - Document Results and Incidents - Resolve Incidents and Re-Test
City-21.1	Nightly Cycle – Plan	Develop a plan to design, configure/develop, and test the Nightly Cycle changes required to FMS by adding Procurement, Inventory, and VSS
City-21.2	Nightly Cycle - Setup Design	Document the required setup needed to support the Nightly Cycle changes needed as part of the FMS 2.0 project
City-21.3	Nightly Cycle - Setup Configured	Setup the Nightly Cycle tables and develop any necessary scripts based on the design
City-21.4	Nightly Cycle - Test Plan	Develop a plan which defines the specific goals of the Nightly Cycle Test, the components of CGI Advantage to be tested, the test cases and expected results, and the roles and responsibilities

Deliverable #	Deliverable Name	Work Products and Description
City-21.5	Nightly Cycle - Test Scripts	Develop detailed test scripts for testing the Nightly Cycle functionality
City-21.6	Nightly Cycle - Test Execution and Results	- Execute Nightly Cycle Test Scripts - Document Results and Incidents - Resolve Incidents and Re-Test
City-21.7	Nightly Cycle – Procedures	- Identify all Nightly Cycle Procedures that need to be developed/updated - Update/develop Nightly Cycle Procedures
City-21.8	Centralized Repository – Design, Developed, Tested, and Updated Procedures	- Plan, design, development, testing, and issue resolution for all Centralized Repository - Update Centralized Repository procedures
City-22.1	User Acceptance Test – Plan	- User Acceptance Test Plan consisting of the following: - Identification of functionality to be tested - Defined roles and responsibilities - Updated tracking procedures
City-22.2	User Acceptance Test - Test Scripts	Develop User Acceptance Test Scripts and Expected Results
City-22.3	User Acceptance Test - Test Execution and Results	- Completed User Acceptance Test, reviewed with CGI - User Acceptance Test Results Report
City-23.1	Conduct End-User Training	- Identify and schedule training participants - Conduct End-User Training to identified end-user community
City-24.1	Policies and Procedures Plan	Identify all policy and procedures that need to be developed/updated
City-24.2	Policies and Procedures Development	Update/develop Policies and Procedures
City-25.1	Develop Operations and Help Desk Support Documentation	Create documentation on production operations and help desk support procedures
City-25.2	Develop and Implement SOS Standard Ticketing Policies	- Develop policies for SOS incidents - Add Procurement, Inventory, and VSS incidents to the SOS ticketing system
City-25.3	Establish Help Desk	- Define operations/support model (Level 1 vs. 2 vs. 3; functional support vs. technical support) - Determine change request process - Establish a hotline/issue submission/tracking process

Deliverable #	Deliverable Name	Work Products and Description
City-26.1	Conduct Operational / Technical Readiness Assessment	• Conduct Operational / Technical Readiness Assessment: ▪ Monitor the progress of operational readiness items ▪ Identify and escalate issues and delays ▪ Implement corrective actions, as necessary
City-27.1	Conduct Implementation / End-User Readiness Assessment	• Conduct Implementation / End-User Readiness Assessment: ▪ Monitor the progress of implementation readiness items ▪ Identify and escalate issues and delays ▪ Implement corrective actions, as necessary