



Project Change Request

CR-003- Version: 1.0

Identification

Client:	City of Columbus	Request #:	CR-003
Project Name:	Columbus PCAD Upgrade Serv to V7	Project id:	30000000046470
Description Summary:	Modification request from the City of Columbus to modify the original timeline.		
Requested by:	Sonia Krammes / Erica Jackson	Date:	03-23-2022
Reviewed by:	Priyanka Kumar – Sophie Lamarche – Jeff White	Date:	04-27-2022

Reason for Change / Expected Benefit

The City of Columbus has requested an extra 11 weeks in the project schedule.

There are differences regarding the new proposed project schedule. This change request is to formalize the asks from Columbus based on the list of the remaining project activities (as well as the pre-requisites to restart the project), the schedule of those activities and some adjustments to the duration of those remaining project activities.

To provide support for the additional 11 weeks, CGI is extending the allocation of Key Project Resources including (but not limited to) the Project Manager, Senior Technical Lead, Database Administrator, and Subject Matter Expert.

Change Description / Risk

This change request includes 3 sections:

1. Project revised schedule

Original project schedule based on SOW dated Dec 2020

Project Schedule	Start	Finish	Duration
Project Start	1/18/2021	10/8/2021	170d
MIGRATION STAGE	1/18/2021	2/26/2021	30d
Enhancements development (CGI)	1/25/2021	5/28/2021	90d
DESIGN STAGE	2/15/2021	3/18/2021	25d
BUILD STAGE	3/23/2021	5/28/2021	50d
IMPLEMENTATION STAGE	6/1/2021	8/27/2021	65d
Pre-SAT	6/1/2021	6/3/2021	3d
SAT1 testing	6/8/2021	7/2/2021	25d
sSAT2 Testing	7/13/2021	8/20/2021	20d
Training	8/3/2021	8/27/2021	20d
DEPLOYMENT STAGE	8/26/2021	9/2/2021	8d
Pre-Rollout at CoC - by CoC - CGI onsite	8/26/2021	8/28/2021	3d
Rollout at CoC - by CoC - CGI onsite	8/29/2021	9/2/2021	5d
POST ROLLOUT - STABILIZATION STAGE	9/3/2021	10/1/2021	20d
Post rollout - remote support by CGI	9/3/2021	10/1/2021	20d

Revised project schedule based on Project plan (From April 1st 2022)

Project Schedule	Start	Finish	Duration
Project Start	1/18/2021	10/8/2021	170d
MIGRATION STAGE	1/18/2021	2/26/2021	30d
Enhancements development (CGI)	1/25/2021	5/28/2021	90d
DESIGN STAGE	2/15/2021	3/18/2021	25d
BUILD STAGE	3/23/2021	5/28/2021	50d
IMPLEMENTATION STAGE	6/1/2021	8/10/2022	
Pre-SAT	6/1/2021		
SAT1 testing	6/14/2021	10/5/2021	
Project Pre-Requisite Work to Resume SAT2	4/1/2022(*)	4/17/2022	12d
SAT2 Testing	4/18/2022	6/15/2022	43d
Training	6/15/2022	8/15/2022	43d
DEPLOYMENT STAGE	7/26/2022	10/07/2022	55d
Pre-Rollout at CoC - by CoC - CGI onsite	09/29/2022	10/02/2022	4d
Rollout at CoC - by CoC - CGI onsite	10/03/2022	10/07/2022	5d
POST ROLLOUT - STABILIZATION STAGE	10/08/2022	11/03/2022	25d
Post rollout - remote support by CGI	10/08/2022	11/01/2022	22d

No changes to the past dates

(*) CGI restarted as of April 1st 2022

2. Revised payment milestone

Original payment schedule based on CR-01 dated October 14th 2021

Milestones	% of Services	CGI Services	% of Licenses	Licenses	Payment Due
1-Kickoff meeting and integrated project schedule approved	10%	\$80,280.90	100%	\$59,421.00	
2-Familiarization completed	18%	\$144,505.62			
3-PragmaCAD V7 Configuration workshop completed	20%	\$160,561.80			
4-CGI QC/QA regression testing completed	16%	\$128,449.44			
5a-SAT 1 Acceptance completed	10.5%	\$84,294.95		\$10,989.00	
5b-SAT 2 Acceptance completed	10.5%	\$84,294.94			\$84,294.94
6-Production System ready	15%	\$120,421.35			\$120,421.35
Total Services & Licenses	100%	\$802,809.00		\$70,410.00	\$204,716.29

CR Payment Schedule (Increase of \$121,000):

Milestones	% of CR Services	CGI Services	% of Licenses	Licenses	CR Payment Due
1-Kickoff meeting and integrated project schedule approved	10%	\$80,280.90	100%	\$59,421.00	
2-Familiarization completed	18%	\$144,505.62			
3-PragmaCAD V7 Configuration workshop completed	20%	\$160,561.80			
4-CGI QC/QA regression testing completed	16%	\$128,449.44			
5a-SAT 1 Acceptance completed	10.5%	\$84,294.95		\$10,989.00	
5b-SAT 2 Acceptance completed	80%	\$181,094.94			\$181,094.94
6-Production System ready	20%	\$144,621.35			\$ 144,621.35
Total CR Services & Licenses					\$ 325,716.29

3. Key Assumptions

- This is a Change Request to the project described in the Statement of Work Columbus PCAD Upgrade Server to V7 project dated December 14th, 2020
- The expected end date of this project is now revised to November 3 2022.
- As per the original SOW, CGI agrees to complete the below phases of software set ups, this change request is to formalize and re-engage the project from “Start of SAT2” phase
 - Start of the Design/Build Stage (*completed*)
 - Start of the Pre-SAT1 and SAT1 (*completed*)
 - Start of Pre-requisite (Scheduled to start April 1st 2022)
 - Start of SAT 2 (Scheduled to start April 18th 2022)
 - Rollout (*Scheduled to start October 3rd 2022*)
 - End of Post Rollout Stabilization Stage (*Scheduled November 3rd 2022*)
- There will not be any new enhancements as part of the scope on this Change Request, any additional support will be considered as a separate Change request.



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Priority Level:	<input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Necessary	<input type="checkbox"/> Desirable
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Change Request Impact Assessment (by activity: analysis, design, etc., or item: database, programs, etc.):

Item / Activity	Notes	Cost (USD)
	Cost Increase	
SAT Completion	Original budget \$84,294.94, new total \$181,094.94, increase of +\$96,800	\$96,800
Production System Ready	Original budget \$120,421.35, new total \$144,621.35, increase of +\$24,200	\$ 24,200
	TOTAL	\$121,000

Impact on Timeline

- The expected duration of this project has been extended by 11 weeks and has a revised end date of November 3rd 2022.

Dates

	Approved	Cancelled	Deferred	Deferred To	Signature/Name
CGI Decision					
Columbus Decision					
Columbus Decision	X				
Columbus Decision	X				gregory dukes
Columbus Decision	X				