

|  |  |
| --- | --- |
| **Project Portfolio** | Kronos Upgrade Time and Attendance |
| **Program** (if applicable) |  |
| **Proposal Author** | **Kenneth Skolnick, Project Manager** |
| **Department** | ***Information Technology*** |
| **Client Sponsor** | ***Doreen Comfort-Young*** |
| **Service Line Leader** | ***George Cornejo*** |
| **Decommissioning**  **Legacy System** | Does NOT involve removing  infrastructure  Involves removing infrastructure |
| **FINANCIAL CLASSIFICATION** | |
| **Total Preliminary Budget Estimates** | **Total Cost: Low Estimate**  **High Estimate** |
| **Funding Source** | EHMC Capital Project  Hospital Department Project  Combination  No Funding Required [Budget=$0] |
| **Project Funding Code or Budget Name: (Apps Refresh, Tech Refresh, Security, etc.)** | 920 |
| **Hospital Dept. Cost Center**  If departmentally funded, obtain written confirmation from sponsor for budget amount. | Information Technology |
| **Service Desk ID** | **N/A** |

**Revision History:**

***INFORMATION TECHNOLOGY***

***PROJECT CHARTER***

**Project Name: Kronos V8 Upgrade**

**Project ID: 151101-02**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| **10/21/2015** | **1** | **Initial Charter** | **D. Kaminsky** |
| **03/15/2016** | **1.5** | **Compare to SOW** | **K. Skolnick** |
| **04/07/2016** | **1.6** | **Updated Processes** | **K. Skolnick** |

**Approvers:**

**Business Sponsor Approval: Embedded Approval \*\***

|  |  |  |
| --- | --- | --- |
| **Name** | **Title/Project Role** | **Date Approved** |
| **James Stanton** | Director of Finance/Department Sponsor |  |
| **Doreen Young-Comfort** | Project Sponsor |  |

**IT Approvals: Embedded Approval \*\***

|  |  |  |
| --- | --- | --- |
| **Name** | **Title/Program Role** | **Date Approved** |
| **Dimitri Cruz** | Senior VP / CIO |  |
| **George Cornejo** | Director Data Services |  |
| **Lorna Johnson** | Senior Dir IT Program Strategy Transformation |  |

**\*\*\*** To embed an email approval in the column specified:

1. Have both Outlook and your Word doc opened.

2. In Outlook place your mouse on the email and drag the message icon to the column line for the approver.

The email icon and message name will appear**.**

**TABLE OF CONTENTS**

[1. Document Purpose 4](#_Toc447613650)

[2. Glossary of Terms 4](#_Toc447613651)

[3. Project Overview 4](#_Toc447613652)

[3.1. Executive Summary 4](#_Toc447613653)

[3.2. Background and Business Need 4](#_Toc447613654)

[4. Scope …………………………………………………………………………………………………………………………………………………………4](#_Toc447613655)

[4.1. In Scope 4](#_Toc447613656)

[4.2. Out of Scope 5](#_Toc447613657)

[5. Implementation Approach 5](#_Toc447613658)

[6. Key Project Stakeholders 6](#_Toc447613659)

[7. Project Assumptions and Constraints 6](#_Toc447613660)

[7.1. Assumptions 6](#_Toc447613661)

[7.2. Constraints 6](#_Toc447613662)

[8. Project Business Risks 7](#_Toc447613663)

[9. Preliminary Budget 7](#_Toc447613664)

**High Level Scope:**

Kronos WFC Time and Attendance, EHMC Timecard recording system is currently running Konos Version 6.1.

Kronos Version 6.1 has reached end-of-life and is no longer supported by Kronos Inc.

EHMC is upgrading to Kronos WFC version 8, the currently supported.

**Department(s) Affected:**

Englewood Hospital and Medical Center, all departments.

# Document Purpose

The Project Charter formally authorizes the Project to proceed. It includes details on Project objectives and success measures, in-scope and out-of-scope projects, key Project stakeholders, assumptions and constraints, other project dependencies, initial risk assessment and high-level budget.

# Glossary of Terms

|  |  |
| --- | --- |
| **Terminology/ Jargon/ Abbreviation** | **Description** |
| WFC | Kronos Workforce Central, name of the Kronos Timekeeping Suite. |
| EMHC | Englewood Hospital and Medical Center |
| PCSS | Plan of Care Support Services |
| StaffRunner | Optilink StaffRunner |
| ESS | Kronos Employee Self Scheduling |

# Project Overview

## Executive Summary

EHMC Enterprise Timekeeping and Attendance system is Kronos WFC (Workforce Central) Version 6.1.

Our Kronos WFC Version 6.1 is no longer supported by Kronos Inc. Upgrade required to Kronos Version 8 for IT systems compliance and continued vendor support.

## Background and Business Need

**Description:**

EMHC is required to upgrade to latest supported, version of Kronos in order to be incompliance with Kronos~~.~~ support agreement.

**Business Objective:**

1. To upgrade the business use of Kronos and leverage new features and functionality.

**Project Objectives and Success Measures**

|  |  |  |
| --- | --- | --- |
| **Business Driver** | **Project Objective** | **Success Measure** |
| **Patient Safety** |  |  |
| **Corporate Strategy** |  | Seamless upgrade to V8 with minimal disruption to timekeeping and payroll operations. |
| **Revenue Generation** |  |  |
| **Cost Savings** |  |  |

# Scope

## In Scope

1. Kronos to review and certify EHMC Server environment readiness to upgrade.
2. Review and define features to implement New Kronos Workforce v8 modules functionality:
   1. Timekeeper,
   2. Employee,
   3. Manager,
   4. Integration Manager (Interfaces),
   5. Model 4500 Time Clocks, optional replacement of dead clocks with newer Kronos Intouch Time Clocks
3. Kronos Technical consultant coordination with EHMC IT for Development and final Production upgrade.
4. Configuration of standard v8 functionality.
5. Configuration of STANDARD Navigators
6. Kronos Unit Testing
7. Kronos Train the Trainer: Five participants
8. Kronos upgrade project team training
9. Kronos Employee User Adoption kit
10. Workforce Absence Management Training on new features.
11. Workforce Timekeeper New Features
12. Kronos provided training: Kronos KnowledgePass Subscription (Tutorials, webinars, information aids)
13. Kronos KnowledgePass Mentoring - Tier 2: Remote interactive workshop to Setup and assign five user roles to learning paths to end user training.

## Out of Scope

1. Kronos Workforce Record Manager.
2. Kronos mobile application.
3. Upgrades of any EHMC Kronos custom reports.

# Implementation Approach

The implementation approach is pending discussion with Business Owners and key department stakeholders.

There are 2 options available:

* Staggered rollout for Hospital staff and Practices
* Rollout to to the enterprise at the same time, including Hospital and Practices.

# Key Project Stakeholders

Individual Project stakeholders are outlined below. It is expected that each team member becomes a participant of the project team, and will be included in the communication plan developed for the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Relation to Project / Project Role** | **Name** | **Email** | **Department** |
| Executive Sponsor SVP/ Steering Committee | Tony Orlando | [Anthony.Orlando@ehmchealth.org](mailto:Anthony.Orlando@ehmchealth.org) | Executive Administration |
| Department Sponsor / Steering Committee | Jim Stanton | [James.Stanton@ehmchealth.org](mailto:James.Stanton@ehmchealth.org) | Finance Administration |
| Executive Leadership/ Steering Committee | Dimitri Cruz | [Dimitri.Cruz@ehmchealth.org](mailto:Dimitri.Cruz@ehmchealth.org) | IT Administration |
| Program Sponsor / Change Approval | Doreen Comfort-Young | [Doreen.comfort-Young@ehmchealth.org](mailto:Doreen.comfort-Young@ehmchealth.org) | Payroll Operations |
| Director Enterprise Project Tansformation/ Steering Committee | Lorna Johnson | [Lorna.Johnson@ehmchealth.org](mailto:Lorna.Johnson@ehmchealth.org) | IT |
| Project Manager/ Kronos PM | Kenneth Skolnick | [Kenskolnick.pm.ehmc@gmail.com](mailto:Kenskolnick.pm.ehmc@gmail.com) | IT |
| Director Data Services/ Steering Committee | George Cornejo | [George.Conejo@ehmchealth.org](mailto:George.Conejo@ehmchealth.org) | IT |
| Vendor Project Manager / Vendor Coordination | Rob Love | [Robert.Love@kronos.com](mailto:Robert.Love@kronos.com) | Kronos WFC Vendor |
| Vendor / Technical Consultant | Bob Hoskins | [Robert.Hoskins@kronos.com](mailto:Robert.Hoskins@kronos.com) | Kronos Technical Lead (TC) |
| Vendor / Application Consultant | TBD |  | Kronos Application Lead |
| Vendor / Optilink Consultant | TBD |  | Kronos Optilink Lead |
| Committee Member | David Kaminsky | [David.Kaminsky@ehmchealth.org](mailto:David.Kaminsky@ehmchealth.org) | IT |
| Committee Member | Filmore Flores | [Filmore.flores@ehmchealth.org](mailto:Filmore.flores@ehmchealth.org) | Staffing Operations |
| Committee Member | Maria Kinney | [Maria.Kinney@ehmchealth.org](mailto:Maria.Kinney@ehmchealth.org) | HR Benefits |

# Project Assumptions and Constraints

## Assumptions

* Vendor contracts and agreements are finalized.
* Vendor’s resources will supplement IT team members during upgrade and additional implementation.
* Vendor’s estimate to project timeline is realistic.
* Minimal impact to existing EHMC scheduling and Payroll operations.
* EHMC Payroll/HR Operations team will provide training assistance to all employees.

## Constraints

* Resource availability due to competing priorities
* End user compliance on new version training.
* End user testing/UAT .

External Dependencies

| **Dependency** | **Predecessor or Successor** | **Target Delivery Date** |
| --- | --- | --- |
| None |  |  |

# Project Business Risks

| **Potential Implementation Risks** | **Impact** | **Probability** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| Timely decision need to be made by Business Owners on certain new functionality. | HIGH | MED | Implementation Team(s) will provide advance notice to Business Owners in order to facilitate decisions required. |
| EHMC adoption of new functionality available in v8. | MED | MED | Kronos Application SMEs working with EHMC Business Owners in order to facilitate knowledge transfer and understanding of new functionality. |

# Preliminary Budget

|  |  |  |
| --- | --- | --- |
| **Project*: Kronos v8*** | **Low Estimate** | **High Estimate** |
| IT Hardware (servers) | $12,000.00 | $ |
| Kronos Professional Services | $33,600.00 | $ |
| Kronos Educational Services | $12,775 | $ |
| Additional Resource (Contract Project Manager) | $ | $ |
| ***Sub Total*** | ***$58,375.00*** | ***$*** |
| 10% Project Contingency | *$5,837.00* |  |
| **Total** | ***$64,212.50*** |  |

Future State Diagram

