Scope Statement

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| **Project Title:** The City of Lyes CAFR Automation System  **Date:** May, 30, 2020  **Prepared by:** Samantha Mighty |
| **Scope Description:**  The CAFR software will be implemented as a collaboration tool for the Finance department to automate the Comprehensive Annual Financial Report (CAFR). The new system should result in a secure, collaborative and enterprise-scalable reporting and process, in a controlled auditable environment.  Automation has been proven to improve report handling processes and tracking of documents required for mass data placement, while reducing time spent and overall cost of manual data entry and technological difficulties.  The implementation will include the entire CAFR document (i.e. the Letter of Intent, Independent Auditors Report, Management Discussion and Analysis (MD&A), Financial Statements, etc.) |
| **Product/System Characteristics and Requirements:**   1. Collaborative environment with a central location to host all report components 2. Secure cloud-based environment 3. Generally Accepted Accounting Principles (GAAP) compliant and updated periodically to include new Governmental Accounting Standards Board (GASB) pronouncements as released. 4. eXtensible Business Reporting Language (XBRL) compliant 5. Linked financials/ references throughout the document 6. User-friendly 7. Ability for supervisor to set deadlines for sections and review of changes. 8. Unlimited amount of user profiles |
| **Acceptance Criteria:**   1. System up and running by August 15th, 2020. 2. Successfully installed and work with new system by December 29, 2020. 3. Project completed at a total cost not to exceed $220,000. 4. System is private to City of Lyes financial and accounting department. 5. Exclusive employees will require an identity login to access the system. 6. System needs to be able to communicate with Enterprise Database solution(s). 7. Transference of all the historical data related to the CAFR conducted in the years prior must be entered into the new automation software database. 2012-2019 Fiscal Year Financial Reports and related files must be accessible within the system for annual comparison reporting and auditing. 8. All current Comprehensive Annual Financial Report approved by the city of Lyes post December 31st, 2019 should be accessible to appropriate employees and officials within the system. 9. All CAFR and related documentation should be accessible via read-only versions. 10. Changes to a CAFR documents is restricted per section for modification. 11. System is required to historically log all the Financial record changes and document updates.Each section that is being modified must log a version history in the system upon completion. 12. System should be able to send notifications for approval and updates via email. 13. All changes to documentation within the system must be reviewed and approved by a supervisor or senior level management prior to completion. 14. Approval history log must be generated for every document that has been edited/modified. 15. The CAFR automation software should be provided data feeds via the account trial balance of the City's current Enterprise Resource Planning (ERP) system. 16. Account Trial data will be extracted, transformed, and loaded on request of the financial team for system go live and thereafter. 17. The report format produced during the implementation of the CAFR automation software will be an exact copy of the previous years format version. 18. The CAFR automation software should be auditable and provide evidence that state and federal financial business rules and regulations are being followed. |
| **Summary of Project Deliverables**  **Project management-related deliverables:**     1. Business case 2. Charter 3. Team contract 4. Scope statement 5. Work breakdown structures 6. Schedule 7. Cost baseline 8. Status Report 9. Final project presentation 10. Final report   **Product-related deliverables:**   1. CAFR Software and Graphical User Interface 2. Enterprise Data Warehouse 3. Secure Virtual Private Network Connection 4. Three environments are created for facilitation of testing and training, as well as a production environment. 5. Employee Training documentation and materials 6. Virtual User Tutorial |
| **Exclusions:**  Other documents such as the Budget book, Schedule of Expenditures of Federal Awards (SEFA),Popular Annual Financial Report (PAFR), and Monthly financial statements are not included in the scope of this project. An additional scoping call with the vendor would be needed in order to start a project for the documents mentioned above. |
| **Constraints:**   1. Cost of the project will stay within the budget outlined and cannot exceed 220k 2. The time at which this project will be implemented falls along side the current CAFR process, so the finance staff have limited time to work on this project. Finance staff cannot spend more than 25% of their time per week working on the project. 3. The project must be implemented in time to be used to created the Fiscal Year 2021 CAFR |
| **Assumptions:**   1. Vendor will be available through customer support for questions and guidance during normal business hours. 2. Conference rooms and computer equipment will be available for training sessions. 3. The current computers of the finance team will have the ability to run the software without any additional upgrades 4. The current City server will have the capacity to hold the data of all financial documents created from the software. No new server or upgrade to server will be needed. 5. The city will maintain an appropriate budget going forward to compensate the vendor for ongoing support and upgrades. 6. Data from the CAFR automation software will be backed up daily along with the current process of backing up data from the City’s ERP system. |