

1. Change Request Summary

ID	CR# 2022-002	Revised on:	June 8, 2022
Title:	FinOps Plan to Completion		
Requested by:	Cristina White		
Role:	Project Sponsor		
Project Manager:	Reggie Stockton		
Account Executive (AE)	Peter Lane		
Original SOW Estimate	\$1,195,425.00		
Current Project Estimate	\$ 144,983.75		

NOTE: SOW Estimate is for the total project. Current Project Estimate is the remaining balance for FinOps including \$57,500 for Post Go Live Support.

2. Change Request Details

Detailed Description of Requested Change
This CR is to establish agreement between the City of Warrenville and Quisitive to confirm tasks and schedule to complete the implementation of FinOps.
Justification (Tangible and Intangible Considerations, Anticipated Benefits)
Project has extended beyond what is considered a reasonable timeframe, so leadership for both the City and Quisitive agree that an agreement needs to be in place with mutual concurrence to reach completion of the implementation of the Dynamics FinOps modules. A partial system is in production and therefore considered to be under support. Goal of Quisitive is to complete the implementation and move the City to a full support agreement as described under the original contract.
Quisitive Proposed Solution
Quisitive agrees to the scope and timeline as listed in section 3 below which defines the remaining items to be completed for the FinOps implementation.
Impact Or Risk of Postponing Or Foregoing Change
Impact of the City and Quisitive not coming to an agreement is that current support and implementation activities will cease as of June 24, 2022 until such time for which a mutual agreement can be reached.

3. Estimate of Effort

Module	End Date	Hours	Rate	Budget
Payroll Issue Resolution	7/29/22	0	0	\$0
Procurement Implementation	7/29/22	0	0	\$0
Fixed Assets Implementation	8/31/22	0	0	\$0
Email Notifications (HR / AP)	9/30/22	0	0	\$0
Totals	----			\$0

The above estimate of effort has a proposed timeline. Quisitive understands the staff limitations within the City. The City also understands that Quisitive may have staff limitations. Therefore both parties agree that

dates can be pushed no more than 2 weeks without requiring an additional CR being signed signifying a recommitment of resources.

The agreed upon scope and timeline is based on what is currently known of the project status. Functionality that is not fully developed nor fully tested could potentially result in additional time in order to meet the scope as agreed upon between the City and Quisitive.

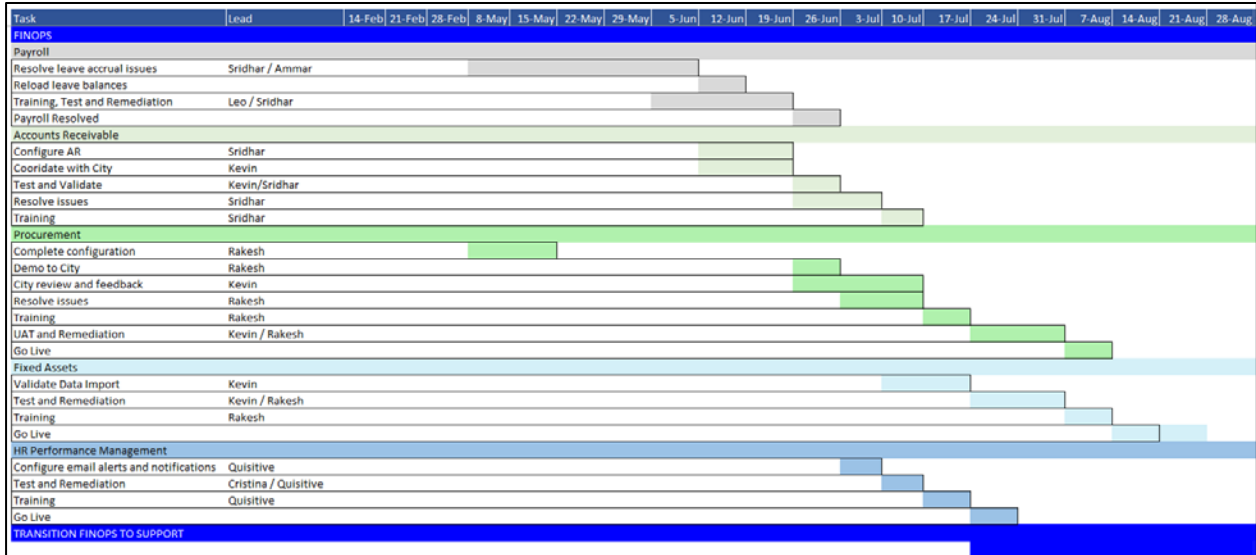
Upon completion of each function, there will be a UAT with sign-off indicating the City's acceptance of the system functionality as being ready for production.

A list of open tasks and bugs will be maintained on a joint (City and Quisitive) Teams site to ensure a single document of items. This list will be reviewed weekly with the City to report progress and ensure priorities are correctly set.

Items to be completed under this CR:

- Payroll
 - Stabilize the leave accrual process
- Accounts Receivable
 - Configure based function for invoice generation
 - End to End Test
 - Train
 - UAT
 - Implement
- Procurement
 - Complete configuration
 - End to End Test
 - Train
 - UAT
 - Implement
- Fixed Assets
 - Validate data
 - End to End Test
 - Train
 - UAT
 - Implement
- Email Notifications
 - AP email receipt
 - HR date-based notifications
- Laserfiche integration for document storage

FinOps Timeline:



4. Acceptance Signatures – Use DocuSign process, when possible, for signatures

Organization:	City of Warrentville		
Authorized by:		Title:	
Signature:		Date:	
Organization:	Quisitive		
Authorized by:	Lane Sorgen lane.sorgen@quisitive.com	Title:	SVP, Global Business Applications
Signature:		Date:	

1. Change Request Summary

ID	CR# 2022-003	Revised on:	June 8, 2022
Title:	MazikCity Plan to Completion		
Requested by:	Cristina White		
Role:	Project Sponsor		
Project Manager:	Reggie Stockton		
Account Executive (AE)	Peter Lane		
Original SoW Estimate	\$1,195,425.00		
Current Project Estimate	\$ 99,000.00		

NOTE: SOW Estimate is for the total project. Current Project Estimate is the remaining balance for MazikCity.

2. Change Request Details

Detailed Description of Requested Change
This CR is to establish agreement between the City of Warrenville and Quisitive to confirm tasks and schedule to complete the implementation of MazikCity.
Justification (Tangible and Intangible Considerations, Anticipated Benefits)
Project has extended beyond what is considered a reasonable timeframe, so leadership for both the City and Quisitive agree that an agreement needs to be in place with mutual concurrence to reach completion of the implementation of the Dynamics MazikCity application. A partial system in is production and therefore considered to be under support. Goal of Quisitive is to complete the implementation and move the City to a full support agreement as described under the original contract.
Quisitive Proposed Solution
Quisitive agrees to the scope and schedule as listed in section 3 below which defines the remaining items to be completed for the MazikCity implementation.
Impact Or Risk of Postponing Or Foregoing Change
Impact of the City and Quisitive not coming to an agreement is that current support and implementation activities will cease as of June 24, 2022 until such time for which a mutual agreement can be reached.

3. Estimate of Effort

Module	End Date	Hours	Rate	Budget
Utility Billing	7/31/22	0	0	\$0
Citizen Portal	8/31/22	0	0	\$0
Mazik City	8/31/22	0	0	\$0
Email Notifications	9/20/22	0	0	\$0
Totals	----			\$0

The above estimate of effort has a proposed timeline. Quisitive understands the staff limitations within the City. The City also understands that Quisitive may have staff limitations. Therefore both parties agree that dates can be pushed no more than 2 weeks without requiring an additional CR being signed signifying a recommitment of resources.

The agreed upon scope and timeline is based on what is currently known of the project status. Functionality that is not fully developed nor fully tested could potentially result in additional time in order to meet the scope as agreed upon between the City and Quisitive.

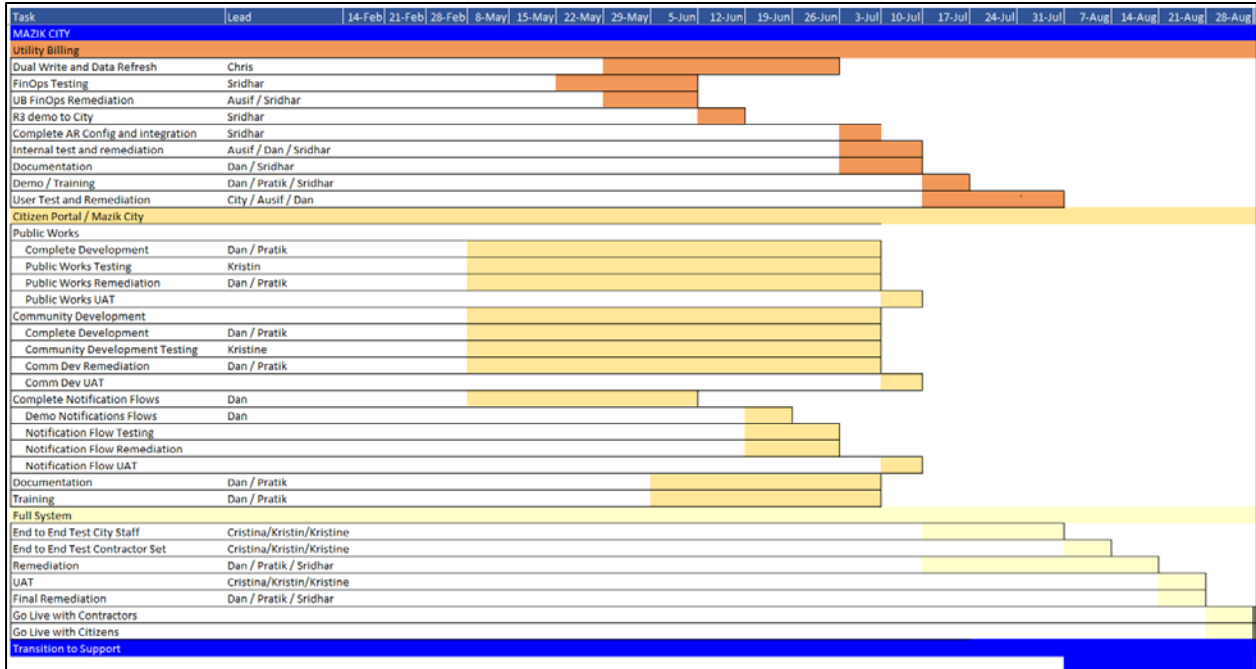
Upon completion of each function, there will be a UAT with sign-off indicating the City's acceptance of the system functionality as being ready for production.

A list of open tasks and bugs will be maintained on a joint (City and Quisitive) Teams site to ensure a single document of items. This list will be reviewed weekly with the City to report progress and ensure priorities are correctly set.

Items to be completed under this CR:

- Citizen Portal
 - Complete development
 - Resolve tasks / bugs
 - Test
 - Provide documentation
 - Train
 - Implement
- MazikCity (includes Community Development and Public Works)
 - Complete development
 - Resolve tasks / bugs
 - Test
 - Provide documentation
 - Train
 - Implement
- Utility Billing
 - Complete development
 - Resolve tasks / bugs
 - Test
 - Provide documentation
 - Train
 - Implement
- Email / Flow Notifications
 - Communication to/from applicants / citizens
 - Staff activity notifications
- Laserfiche integration for document storage

MazikCity Timeline:



4. Acceptance Signatures – Use DocuSign process, when possible, for signatures

Organization:	City of Warrentville		
Authorized by:		Title:	
Signature:		Date:	
Organization:	Quisitive		
Authorized by:	Lane Sorgen lane.sorgen@quisitive.com	Title:	SVP, Global Business Applications
Signature:		Date:	