



# Project Change Order #8

December 13 2024



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# Project change order

This Change Order form is used for requesting, documenting and approving changes to the Workday deployment or other applicable service offering, including, but not limited to, changes to the project's Scope, changes for a major configuration element, project timeline/schedule changes, integration specifications changes, addition of resources or any other deliverable change from the originally planned Workday deployment or applicable service offering.

## Summary

Client:	City of San Mateo
SOW/Project Name:	PROJ_54648/ Cty of San Mateo, CA – HCM/Pay - Phase 2
Change Order #:	C08
Project Manager (Client):	Pete Owen, City of San Mateo
Project Sponsor (Client):	Pete Owen, Director of IT
Engagement Manager:	Ken Clark, Cognizant
Acceptance Due Date:	1/31/2025
Change Type:	Term Extension (additional hours added)
Impact Assessed by:	Jane Davis, Ken Clark, Neil Brosnan, Sarah Gardner, Randy Ustianowski, Laurie Bledsoe, Kelton Wheatley, Gaurav Sethi, Laura MacInnes, Rachel Taylor, Pete Owen,
Priority:	High
Billing:	<b>Change #1:</b> The project extension scope will be billed under current project.
Contract Line Type:	The project extension scope will be Fixed Fee.
Is new PO# required?	No new PO# needed

## Request Description

**Change #1:** This Change Order extends the project timeline 12 weeks and set the anticipated Go-Live date to March 16, 2025. No new scope items. All work will be focus on resolving open items and payroll impacting issues which will be managed by the project PMO.

Go-Live Push Items	Change Order Price
Extension of Resources for all Functional areas including the EM	\$259,922.00
<b>Sub Total</b>	<b>\$259,922.00</b>
<i>Cognizant Investment</i>	<i>\$60,000.00</i>
<b>“Go-Live” Change Order Amount</b>	<b>\$199,922.00</b>

**Change #2:** The following projects end dates will also be revised:

- City of San Mateo, CA - HCM/Pay - Phase2 – New project end Date June 27, 2025
- City of San Mateo – Change Order #6 – Staff Aug on current project (Testing staff augmentation is under this project) New Project End Date March 31, 2025
- City of San Mateo P2 HCM/Pay Change Order 7 - Proj. Extension & Addtl. OC&T New Project End Date March 31, 2025

## Business Purpose / Reason for Change

**Change #1:** The client required more time to complete internal training, close out remaining open items, reduce the payroll variances & have conversations with their unions related to payroll impacts. Therefore, the project go-live date will move to 3/16/2025 from 12/22/2024 (CO#7). As a result of the extension of the project go-live date, the extended post production support for Integrations and payroll support, as stated under CO#6, end date will change from 4/11/2025 to 6/27/2025

**Change #2:** Need to align all projects end dates to ensure work can continue.

# Impact Assessment

Project Activities Affected:	Timeline as a result of this change order																																																																														
Deliverables Affected:	Timeline																																																																														
Project Schedule Impact:	<p>Schedule impact will include:</p> <ul style="list-style-type: none"> <li>• Project extension of 12 weeks</li> <li>• Current Go-Live Date 12/22/2024</li> <li>• New Go-Live Date 3/16/2025</li> <li>• Current Project end date 4/11/2025</li> <li>• Revised project end date 6/27/2025</li> </ul> <p><u>Current Timeline</u></p> <p>Total 134 weeks</p> <table> <tr> <th></th><th>4</th><th>12</th><th>16</th><th>63</th><th>20</th><th>4</th><th>15</th></tr> <tr> <td>Current</td><td>Plan Stage</td><td>Architect Stage</td><td>Configuration &amp; Prototype</td><td>Testing</td><td>Payroll Parallel + UES</td><td>Deploy</td><td>Post Production</td></tr> <tr> <td>Start</td><td>9/12/2022</td><td>10/10/2022</td><td>1/2/2023</td><td>4/24/2023</td><td>7/8/2024</td><td>11/25/2024</td><td>12/24/2024</td></tr> <tr> <td>End</td><td>10/7/2022</td><td>1/1/2023</td><td>4/23/2023</td><td>7/7/2024</td><td>11/24/2024</td><td>12/23/2024</td><td>4/11/2025</td></tr> </table> <p><u>Revised Timeline</u></p> <p>Total 135 weeks</p> <table> <tr> <th></th><th>4</th><th>12</th><th>16</th><th>63</th><th>20</th><th>16</th><th>15</th></tr> <tr> <td>Revised</td><td>Plan Stage</td><td>Architect Stage</td><td>Configuration &amp; Prototype</td><td>Testing</td><td>Payroll Parallel + UES</td><td>Deploy</td><td>Post Production</td></tr> <tr> <td>Start</td><td>9/12/2022</td><td>10/10/2022</td><td>1/2/2023</td><td>4/24/2023</td><td>7/8/2024</td><td>11/25/2024</td><td>3/16/2025</td></tr> <tr> <td>End</td><td>10/7/2022</td><td>1/1/2023</td><td>4/23/2023</td><td>7/7/2024</td><td>11/24/2024</td><td>3/16/2025</td><td>6/27/2025</td></tr> <tr> <td>Change</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>12</td><td>0</td></tr> </table>								4	12	16	63	20	4	15	Current	Plan Stage	Architect Stage	Configuration & Prototype	Testing	Payroll Parallel + UES	Deploy	Post Production	Start	9/12/2022	10/10/2022	1/2/2023	4/24/2023	7/8/2024	11/25/2024	12/24/2024	End	10/7/2022	1/1/2023	4/23/2023	7/7/2024	11/24/2024	12/23/2024	4/11/2025		4	12	16	63	20	16	15	Revised	Plan Stage	Architect Stage	Configuration & Prototype	Testing	Payroll Parallel + UES	Deploy	Post Production	Start	9/12/2022	10/10/2022	1/2/2023	4/24/2023	7/8/2024	11/25/2024	3/16/2025	End	10/7/2022	1/1/2023	4/23/2023	7/7/2024	11/24/2024	3/16/2025	6/27/2025	Change	0	0	0	0	0	12	0
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## Payment Terms

**Change #1:** The total amount **\$199,922.00** will be split amongst the current milestone payment schedule. Payments for this change order will be made according to the milestone payment schedule below:

Fixed Fee and Invoicing				
Event	Invoice Date	Current Invoice Amount	CO8	Revised Amount (After CO8)
Plan Stage: Delivery of Plan Artifacts	10/7/2022	\$124,314.00	N/A	\$124,314.00
Architect Stage: Sign off	1/01/2023	\$251,529.75	N/A	\$251,529.75
Configure Stage: Delivery of End to End Tenant	4/23/2023	\$385,603.09	N/A	\$385,603.09
Test Stage: Delivery of End to End – 2 Tenant	10/02/2023	\$499,280.00	N/A	\$499,280.00
Test Stage: Completion of End to End Test	6/7/2024	\$587,756.55	N/A	\$587,756.55
Test Stage: Completion of Parallel Test	9/30/2024	\$519,774.61	N/A	\$519,774.61
Deploy Stage: Completion of Push to Production (Go Live)	<del>12/23/2024</del> 3/16/2025	\$310,785.00	\$99,961.00	\$410,746.00
Post Production Support: Completion of Project	<del>4/11/2024</del> 6/27/2025	\$155,757.00	\$99,961.00	\$255,718.00
<b>Total Payments</b>		<b>\$2,834,800.00</b>	<b>\$199,922.00</b>	<b>\$3,034,722.00</b>

## Assumptions

- No new scope items or major configuration changes (and if they do arise, would be subject to a new change order). All work will be focus on resolving open items and payroll impacting issues.
- Any future MOU changes will be handled by The City of San Mateo after go-live.
- All Assumptions from the SOW dated 21 February 2022 apply to this Change Order
- No additional tenant build will be required.
- No additional Payroll Parallel testing cycles
- Workstream meetings will reduce to an “As needed” basis.
- The appropriate San Mateo City team staff will be available to complete the work required to go live.
- Any item marked as of today and going forward as a post go-live item, will become an item for CVS to addressed.

# Authorization

City of San Mateo	Cognizant Authorization Signature
Name	Name
Job Title	Job Title
Date	Date