City of Franklin

Financial Services Consolidation Project Schedule

		Months to Live Date									
Item #	**Description**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	**-1**	**-2**
1	Decision to move forward	x									
2	finalize job descriptions		x								
3	review division of duties		x								
4	project plan kick off meeting with staff		x								
5	review plan placement and job description with individual staff		x								
6	Decide on grant module		x								
7	Get appropriate software licensing		x								
8	Get new users and security set up		x								
9	Evaluate furniture, PC, equipment needs		x								
10	Add network drops, hub, phones, etc. to new space in city hall			x	x						
11	Decide on pay frequency & date (also start date) – start educating affected employees/unions			x							
12	Get appropriate approval from DOL – pay frequency & date			x							
13	Establish new entity/tax id number in new system			x							
14	Establish general ledger account numbers			x	x	x					
15	Software training – overview		x								
16	Software training – payroll/hr			x							
17	Software training – purchasing/inventory				x						
18	Software training – general ledger					x					
19	Move payroll/hr information to new system				x	x	x				
20	Set up pay scales in new system				x	x	x				
21	hire, if needed					x					
22	Set up purchasing/requisitions/inventory City wide					x	x	x			
23	Import payroll history						x				
24	Import budget history						x				
25	Import purchasing history							x			
26	Run shadow payrolls							x			
27	Work out any payroll/hr issues from shadow payrolls							x			
28	Import GL history							x			
29	Physical move							x			
30	Employee orientation/issue keys/issue badges							x			
31	live date								x		
32	cross training - staff									x	
33	Software training – access users										x