Change Request Review Template
RT19004-Payroll Calculation Re-Engineering
CR1137

OA Peer Review Date: 07/24/2024	OA Recommendation Date: 07/23/2024	Oversight Director Decision Date: 08/29/2024	OR	State Deputy CIO Decision Date:
Approve with St... ▾	Name: Akhil	Approve ▾		No Response ▾
Optional EM Review Date: Approve with St... ▾	Approve with ... ▾			

CR Submission Date: 7/18/2024

Original Project Duration:
Start Date: 5/10/2021
End Date: 5/31/2023

CR Project Duration:
Start Date: 5/10/2021
End Date: **7/31/2025**

Original Project Budget
Development Cost	$ 998,000.00
Operational Cost	$ 0.0
Total Cost	**$ 998,000.00**

CR Project Budget
Development Cost	$ 846,563.00
Operational Cost	$ 0.00
Total Cost	**$ 846,563.00**

Change Request ID	Approved Date	Type
CR-0898	4/20/2023	End date change from 5/31/2023 to 11/30/2024

Brief Project Description : Upgrade code in the in-house custom Pension Administration System.

CR Brief Description: please explain each category below
- ☐ **Scope**
- ☑ **Budget**
- ☑ **Timeline**

ASRS is requesting a change to the end date for the Payroll Calculation Re-Engineering project from 11/30/2024 to 7/31/2025

Justification for the change: The complexity of creating a new comprehensive and automated testing solution to verify that new retiree and pension payment calculations for 160,000+ ASRS members receiving a monthly benefit are accurate has proven to be more complex than originally estimated and requires additional time for completion.

- Behavior and process flow testing using a suite of automated tests

- Regression testing to validate payment calculations when enhancements are made to calculation logic

- Penny-to-penny payment comparison testing over multiple payroll periods

- Departure of senior developer resource in August 2024

The impact of the change: ASRS does not expect to have any changes to development costs or scope.

The proposed action to be taken; Change the projected end date for the Payroll Calculation Re-engineering project from 11/30/2024 to 7/31/2025

Dependencies/Constraints; Dependent on ASRS not receiving any more mandated or emergency projects that would force us to re-allocate resources

There is a reduction in resources which caused a budget surplus of $151,436.89.

Total Development Budget $998,000.00
Actual Spend from 5/10/2021 through 6/30/2024 $351,971.11
Projected Spend for 7/1/2024 through 7/31/2025 $366,563.11
Estimated Development Budget surplus as of 7/31/2025 $151,436.89

So, Total development budget by 07/31/2025 - $846563

Funding source re-verification

The budget will be available through the following sources:	Funding expiration(s)?
% Base Budget	Start Date: End Date:

% Federal	Start Date: End Date:
% Other Appropriated	Start Date: End Date:
100% Other Non-Appropriated	Start Date: 5/3/2021 End Date: 07/31/2025

CR Checklist

Requirement	Received?	Notes
Is the CR above 10%	Received ▾	End data change is above 10%
Security approval (SSP update)	Not Needed ▾	
New SOW or quote from the vendor	Not Needed ▾	
New Project Plan	Received ▾	
5-Year Equipment Refresh Plan for Equipment Purchases	Not Needed ▾	
Maintenance & Support Options Identified for Years 2-5	Not Needed ▾	
Cloud Exception Form for On-Prem Servers	Not Needed ▾	
Vendor activity or documentation (training, functionally change, etc.) to be Shared with Agency	Not Needed ▾	
Internal Approvals from the Director, CTO, CIO, CFO/Budget Manager via email	Received ▾	
Have the original ITAC conditions reviewed	Received ▾	
If APF funding, Has it been discussed with Financial Analyst	Not Needed ▾	

Ask Report needed	Not Needed ▾	

Risks

- No

Vendor Selection if applicable (3 Quote)

- **Considered Vendors:**
- **Selected Vendor:**
- **3 Quotes Obtained:**
- **Exception Reason:**

OA Post-Approval Checklist

☐	Copy the information from this document into the Oversight Summary section in Salesforce (Project Background, Business Justification, Implementation Plan, Vendor Selection, and Budget or Funding Considerations).
☐	Ensure that within the Submission Info section of the PIJ in Salesforce, the IT Goal, Brief Description, Status Report Frequency, and Requested Development Amount fields have been populated.
☐	Add the appropriate **conditions** within the Conditional Approval Section.
☑	~~Complete any follow-up/edits to the CR that were noted in the executive review.~~
☐	After the CR is complete, pdf this document and attach to the PIJ.
☐	Click Generate CR Document, copy as a pdf, and attach to the approval email.
☐	Log the approval email to the Project in Salesforce using the Gmail Extension.
☐	

Guides

Milestones

Common milestones include, but not limited to:

- Project Kickoff
- Delivery of Signed SOW
- Delivery of Project Plan Document
  - Sometimes an Agency can only produce this after an assessment from the vendor. Ensure this is added as a milestone after the assessment takes place, and ensure the assessment is added as a milestone as well.
- Installation
- Configuration
- Sprints (design & build, with descriptions)
- UAT
- Training (support team/admin)
- Training (end users)
- Go Live
- Payment Invoices (by milestone or date(s))
- Final Payment of Invoices
- Lessons Learned
- Project Close

Common things to look out for:
- If milestones span a long interval of time, for example, several months or longer, there are events that take place within this milestone that can be broken into several milestones that can be more easily monitored.

Financials
- All financials during the first fiscal year are considered Development. Every year after is Operational. However this may be different for projects that span over 1 year.
- Professional services cannot be taxed.
- Ensure the quote from the vendor matches the financials' line items.
- Keep note of the funding expiration dates, when payments will be made (identified within milestones), and whether the Agency has the budget for the project. For example, some Agencies receive new funding every October. Ensure their payment dates are aligned with their ability to pay using the funding they anticipate to receive. Some projects will have multiple funding sources expiring at different times.
- Ensure the categorization of the line items makes sense and they are separated by 1 item per line. For example, licenses and professional services should not be combined; they should be separated into each line item with the applicable categorization and tax information.
- If static maintenance and support costs for years 2-5 are not guaranteed by the vendor, include a 2.5% increase year over year in order to account for any future price increases.

Risks
- Common risks include:
  - Aggressive timelines
  - Two or more agencies involved with the project
  - Two or more vendors involved with the project
  - Paying the vendor at one time, all upfront, prior to any work being performed
  - Any other items included in the conditional approval that are required within future status report submissions