



June 8, 2012

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ACCELA
Government Software

focus

Designed for all staff and departments who use Accela

Project Status Report

What busy week! Accela's Rocky Copeland was on-site helping us keep the project ball rolling. Much progress was made in all areas. Subject Matter Experts (SME's) are still digging in! The conversion effort is still extremely labor intensive. The core conversion effort will escalate into the first pass conversion which Accela's Andy Winningham will execute June 18. We will be on pins and needles waiting for the conversion results.

Credit card processing took a leap forward this week. A core group met to discuss the many facets regarding the manner in which credit cards will be accepted in the DSC and through Accela's Citizen Access. Part of setting up the credit card process is compliance with merchant agreements which sometimes make simple tasks complex.

The development of the GIS component has also been moving along. James Newman from Health delivered a remaining piece to our GIS puzzle and Jeff McReynolds will be constructing the final layers and producing mapping services to connect with Accela's GIS. Jeff says he can deliver the initial AGIS services in the next two weeks.

Project Dox upgrade has been wrapped up. Sure, there are a few things that need some attention; however, the core upgrade to 8.1 is complete. Also, we have had discussions with Avolve Software to keep moving forward with another important task - building an interface between Accela Automation and Accela. We have determined that Project Dox will basically tap on Accela's door on a scheduled basis to pick up the permit record types which have been flagged with a check box we will call electronic plan review (Y/N). Project Dox will really just need to pull several fields necessary to create projects from this service.

Accela's Mobile Office has been loaded onto a Panasonic Tough Book. Jerris Nider finished the download and we are connecting to the Accela DEV environment...anxious for converted data; also, anxious for the reports. Our SME's will need to begin reviewing/approving Accela's report specifications so that the Accela report writers (several of them) can get moving ahead. Meanwhile, these Accela resources are idling. SME's will need to begin to carve out some time to review these report specs every day.

Regarding Crystal Reporting for our project, we have run into a peculiar issue with the execution of certain reports (built through the Crystal Wizard) and certain desktop systems which will not execute reports from the Accela environment. They execute from Crystal though. Regardless, we have some resources who are shaking out the details of this peculiarity. The Script writing is still coming along. We are going to engage Accela's Seth Axthelm to help us complete the Script writing effort. Matt Hart, who was on-site last week helping with Script writing, is now working on the configuration of Accela's Citizen Access. Rocky met with Casey Winkels and Mark Bronzynski from eDocument Resources to work out some of the Accela - On Base integration issues. The SME's provided critical information to Casey and Mark regarding document types and volume of documents to expect from the business processing in Accela. A big thank you to everyone for creating such a productive week!

Project Schedule of Events

Okay everyone, last week I reported on the crunch time we are experiencing and this week I want to explain to all of you specifically what is going to need to happen to make the Monday, September 17 go-live date. Rocky Copeland was on-site this week and he and I have begun to work out a detailed project plan for the remainder of the project. We have a lot of work ahead of us to ensure that we make this date a reality and I can see a lot of additional effort is going to need to be squeezed out of every day. The following project tasks must be completed to go live September 17th! Here is the detailed schedule of events thus far:

<i>June 2012</i>	<i>July 2012</i>
<p>6/11 <i>Begin approving report specifications daily so that Accela can begin Crystal Report development activities</i></p> <p>6/11-17 <i>Complete data conversion mapping</i></p> <p>6/18 <i>First pass data conversion and Begin self-study Crystal Reports on "S" drive</i></p> <p>6/20 <i>Begin making conversion corrections (iterative effort through pass 3 in August)</i></p> <p>6/26 <i>DB Subschema Web-x course</i></p> <p>6/27 <i>Crystal Reports Workshop</i></p>	<p>7/10-11 <i>User Acceptance Training/train the User Acceptance Training (UAT) team</i></p> <p>7/20 <i>All Script writing must completed for UAT and Core reports writing must be complete for UAT</i></p> <p>7/21-22 <i>Conversion Pass 2 executes</i></p> <p>7/23 <i>Begin UAT-User Acceptance Testing</i></p> <p>7/30 <i>ACA testing by contractor beta testing group</i></p> <p>7/31 <i>Report development for go-live must be completed</i></p>

<i>August 2012</i>	<i>September 2012</i>
<p>8/6-10 <i>Contractor BETA testing group kick off with the Mayor for field testing ACA</i></p> <p>8/10 <i>Conversion pass 3 (if needed)</i></p> <p>8/13-17 <i>Accela conference/training event</i></p> <p>8/20 <i>Train-the-trainer or hybrid class for AA and AMO core trainers</i></p> <p>8/30-31 <i>Begin End User Training (courses continue through September 14)</i></p>	<p>9/3 <i>Labor day Holiday</i></p> <p>9/4-14 <i>End User Training</i></p> <p>9/14-15 <i>Conversion activities</i></p> <p>9/16 <i>Final system inspection/readiness</i></p> <p>9/17 <i>Go-live and public event with the Mayor</i></p> <p>9/18 <i>Breathe!</i></p> <p>9/19 <i>Celebrate!</i></p> <p>9/24 <i>Post implementation week AM meeting</i></p> <p>9/31 <i>Close initial project charter</i></p>

* Some of these items are pending resource confirmations



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