

Statement of Work for HOLLYWOOD CITY OF (INC)

Workforce Telestaff Data Exports- City of Hollywood Police Department

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Status	Approved
Customer SID	

Overview

This Statement of Work ("SOW") provides an overview of the project including scope, approach, costs, and how the project will be managed. To support a successful implementation, the customer will provide the required internal project resources.

Project Objectives

- Kronos will create a total of 4 export files as outlined below:
 - Two export files using a VBScript that will read the standard payroll export. The script will also rename the Workforce TeleStaff standard payroll export file so that it can be used by the second script to determine changes.
 - Two export files to produce the working and non-working changes only export (Delta of Hours) using a script that reads the standard Workforce TeleStaff payroll export file and the file that was created by the first script.
- Kronos will provide guidance with testing the export files for accuracy. Hollywood team will determine what date range to run the script and will be responsible for running the script against the previously created file and maintaining that in their environment.
- Kronos will provide guidance with testing the Standard Person and Standard Accrual Import files using xml format.

Proposed Solution

Kronos will deliver the scope of this project utilizing a remote approach.

Project Approach

Kronos implementations use an iterative approach - driven by value and realized through collaboration. This approach, focused on accelerated time to value, is bolstered by tools and techniques, such as set-up specific to industry and region, Kronos process recommendations, dynamic documentation, and accelerated testing processes. All project information is available online to allow project team members access to project status, contact information, issues log, test case tracking, training plan, etc. at any time.

The implementation will be completed in three iterative phases: Initiate, Collaborate, and Adopt.

Initiate

This first phase of the project lays the foundation for the project.

During this phase, the Kronos team will work together with the customer team to review goals and success criteria and share project assumptions. Teams will set and understand expectations, share project plans and agree upon the process of working together. The Kronos team will gather information and establish baseline configuration according to recommendations by industry and refine to meet customer-specific policy and practice requirements. The Kronos Project Manager will also introduce the concepts of change management, testing, and end user education.

Once these items are complete, the Collaborate phase will begin.



Collaborate

As the project moves into Collaborate, both teams will partner to create the best solution for the customers' organization. Kronos will recommend practices and configuration based on industry and geography and fine tune those recommendations iteratively, to meet customer-specific needs and desired outcomes. This approach helps to define and refine the final solution. During this phase, the Kronos team will share the solution in action, which better allows informed decisions about the processes to be instituted. In turn, there is a better understanding of the specific scenarios to include in testing and end user training. As the solution is being finalized, both teams will focus heavily on testing efforts to ensure that the solution is well-prepared for adoption.

The project transitions into acceptance testing leveraging the Accelerated Testing Process. Kronos will provide baseline standard test scripts while the customer-side team creates test scripts specific to the relevant use cases, integrations, and processes. The customer team will execute these scripts and record the result, reporting successes and issues. To maximize visibility into acceptance testing progress, the project teams will work collaboratively in the testing workspace which will provide up to date information and metrics on the status of testing.

Adopt

The final phase is Adopt – when both teams realize the outcomes of the previous phases. It is at this stage that the solution is measured against the goals and objectives this project set out to achieve. Here the goals, success criteria, change management, and risk management efforts culminate as both teams work collaboratively to deploy the solution to end users.

Kronos will oversee 0 deployment group(s). After which the Kronos project manager will transition the completed scope to Kronos Global Support for post-implementation support.





Services Investment Summary

This SOW represents a time and materials engagement. Travel expenses are not included and will be invoiced separately as incurred.

Service Type	
Professional Services	\$9,360.00
	\$9,360.00





Signatures and Approvals

SUBMITTED AND APPROVED BY KRONOS REPRESENTATIVE

By: _____ Date: _____

Title: _____

By signing below, the authorized HOLLYWOOD CITY OF (INC)'s representative agrees to purchase the services described herein.

ACCEPTED AND AGREED
HOLLYWOOD CITY OF (INC)

By: _____ Date: _____

Title: _____

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