

**INNOVATE BARRIE  
MEMORANDUM**

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**TO: MAYOR J. LEHMAN AND MEMBERS OF COUNCIL**

**FROM: A. SEGUIN, SENIOR MANAGER OF THE CENTRE FOR CONTINUOUS IMPROVEMENT**

**NOTED: R. BUNN, EXECUTIVE DIRECTOR, INNOVATE BARRIE**  
**M. PROWSE, CHIEF ADMINISTRATIVE OFFICER**

**RE: STATUS UPDATE – ERP PROJECT**

**DATE: MAY 28, 2018**

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The purpose of this Memorandum is to provide members of Council with an update, as per motion 12-G-336, concerning the ERP (Enterprise Resource Planning) project. Just as a reminder, the City is implementing SAP as our new ERP. SAP will house all new systems and process related to Finance, Human Resources and Materials Management (purchasing and inventory). SAP will also house a new state of the art reporting system (Business Intelligence System or BI).

The Human Resources and Materials Management portions (procurement) of the system are moving along well. Some of the benefits we will realize from the Human Resource and procurement areas include:

- Electronic vendor payment will now be possible, saving time;
- Enhanced system security will increase control and protection over sensitive information;
- Single source of accurate and complete data increases confidence in analysis, decision making and reporting;
- Processing time of POs should be faster, and tracking of non-standard POs will be automatic now instead of manual;
- Employees have the ability to check their own time banks;
- The more employees in a department, the harder it becomes to keep track of which employees have entered time. Electronic time entry provides the Manager with visibility to quickly see a team view of time waiting for approval;
- Bank transfer process will be automated which save significant time by avoiding manual steps;
- Seamless integration from data entry for payroll to posting to Finance and transfer of employee payments to banks decreases workload and potential for manual errors;
- Integration between systems for time entry means no more duplicate data entry, saving over 1000 hours a year in the Recreation department alone; and,
- Employee can view his or her pay statement and T4 online, saving paper and time for the corporation.

Both these areas have now both entered the “Realisation Phase”. During this phase, the build and testing of the system occurs. Building and testing of the system will continue until the end of Q3. At this time, a final test, User Acceptance Testing, will occur for Human Resources, Materials Management and Finance. During User Acceptance Testing, Subject Matter Experts from respective business areas will test the system by running through their daily processes within the system. This will ensure that the system meets the needs of the individual departments. Our Business Intelligence team will continue to build and test the few outstanding reports.

The Technology team continues to work on the upgrade of the system. These “upgrades” provide fixes to existing system errors, and/or provide new functionality within the system. The upgrades are on track and will be completed by the end of May. The Finance and Business Intelligence teams have both completed the required technical upgrade testing.



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The estimated go live for the project is still on target for the end of 2018.

### Next Steps

Over the next few months, the focus will be on completing the build of the system and Realisation Phase for the business intelligence, human resources, and materials management portions of the system. This will lead the project into the final phase, where User Acceptance Testing and Training will occur. Council will be updated in three months on the progress of the project, or if you have any questions you can direct them to myself and I will be more than happy to respond in advance of the next memo.