# ATTACHMENT #1

## SAP IMPLEMENTATION PHASE DETAILS

The following is a summary of the scope and status of work undertaken by module and implementation phase.

### Scope of Phase One Implementation

This table describes Phase One scope details that were implemented in 2020 and their current status:

| SAP Phase One Implementation Scope | Phase One Scope Objectives | Phase One Scope Status |
|---|---|---|
| **Finance** | <ul><li>Implementation of SAP Fit-to-Standard Model Company,</li><li>Automated financial reporting,</li><li>Automation of daily parking revenue transaction integrations and reconciliation,</li><li>Basic financial functions including accounts payable, accounts receivable, and asset accounting, and</li><li>An on-line help function.</li></ul> | *Completed:*<ul><li>All required basic financial functionality out-of-the-box, with no customization</li><li>On-line help function with reference material and how-to videos</li><li>Expanded statement of work for increased number and complexity of revenue and payment collection integrations, including automation of all Bike Share revenue integrations</li></ul><br>*Scope deferred:*<ul><li>Automation of banking interface integration; the current manual integration to be automated in 2022</li></ul> |

| SAP Phase One Implementation Scope | Phase One Scope Objectives | Phase One Scope Status |
|---|---|---|
| **Asset Maintenance** | • Corrective maintenance scheduling (work orders)<br>• Mobility solution (mobile app) | *Completed:*<br>• Corrective Maintenance, including additional scope for a Preventative Maintenance program;<br>• SAP Software Asset Management (SAM) mobile app additional scope was added to improve overall implementation efficiency, reducing overall project implementation costs |
| **Material Management** | • Provide standardized supply of goods and services,<br>• Create new inventory management and control procedures and basic purchasing workflows<br>• Implement the purchasing three-way matching principle | *Completed:*<br>• All basic procure-to-pay functionality including basic workflows, inventory management and three-way matching<br><br>*Adoption in progress:*<br>• Establishing adapt-to-standard business processes and standard operating procedures for users |
| **Human Resources** | • Implement basic employee and organizational data in scope to ensure accuracy of payroll | *Completed:*<br>• Design phase completed<br><br>*Scope deferred:*<br>• Implementation deferred to Phase 2 |
| **SAP Analytics Cloud** | • Enable access to the software and provide education and training only | *Scope deferred:*<br>• Implementation deferred to Phase 2, post completion of standardized reporting |

| SAP Phase One Implementation Scope | Phase One Scope Objectives | Phase One Scope Status |
|---|---|---|
| **Post Go-Live Stabilization** | • Post implementation, adapt to standard by identifying new processes and procedures to meet business objectives<br>• Training and on-boarding | *Completed:*<br>• Creation of a Centre of Excellence, incident management and in-depth Level 2 technical support<br><br>*Adoption in progress:*<br>• Adoption and stabilization efforts to continue as the business evolves; establishing standardized operating procedures, education and procedural materials as required |

## Scope of Phase Two Implementation

This table describes Phase Two scope details planned for 2021 and their current status:

| SAP Phase Two Implementation Scope | Phase Two Scope Objectives | Phase Two Scope Status |
|---|---|---|
| **Human Resources** | • Implement functionality for basic employee and organizational data in scope to ensure accuracy of payroll,<br>• Pay-for-Performance and Compensation management<br>• Automation of integration with payroll service provider | *Implementation in Progress:*<br>• All basic employee, organizational data, and business requirements documented.<br>• Configuration underway for December 2021 launch with expanded Performance management and Compensation functionality.<br><br>*Scope dismissed:*<br>• Automation of integration with payroll service provider removed from scope due to service provider solution limitations; manual integration solution to be put in place. |

| SAP Phase Two Implementation Scope | Phase Two Scope Objectives | Phase Two Scope Status |
| --- | --- | --- |
| **SAP Analytics Cloud** | • Complete review of standardized reports, <br> • Establish key metrics and <br> • Implement dashboard reporting | Project to commence December 2021. |