

## **HUMAN CAPITAL MANAGEMENT PROJECT MANAGEMENT**

### **SCOPE OF WORK**

**With the HCM Team:** Coordinate with Plante Moran; conduct daily team check ins; communicate regularly with the Director-Human Resources and Risk Management to share challenges, needed policy decisions, recommendations, and new information; ensure strong sense of team with employees working on the implementation; engage in project planning and ensure deliverable completion; participate in configuration and testing; and develop necessary training materials.

**With the Finance and HCM team:** Coordinate to ensure consistency within various parts of Workday; collaborate with the Finance project lead; develop RACI (Responsible, Accountable, Consulted, and Informed) Matrix to clarify responsibilities for the project; and provide MOU interpretation for pay rules and processes.

**With the City Executive Steering Committee:** Identify issues; make recommendations on needed policy decisions; highlight challenges as they arise, to avoid project delay; recommend streamlined business processes; and create process to update and lead change with the executive team.

HCM Project Management Consultant  
Ms. Angela Nicholson, Principal  
Nicholson Strategies Services, LLC

Length of Services: approximately the duration of the project of 66 weeks

Cost: \$250 per hour