



Accountable

Informed

Responsible

Consulted



## RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed
Development of specifications for procurement of software	January 2024	Michelle	Kate	Team	Project Leads
Confirm participating municipalities (if any)	January 2024	Kate	Kate	Area Treasurers County and neighbouring municipalities  Lauren - Group Purchasing (regional)	Team
Draft bid document	Jan. 24, 2024	Michelle	Kate	Lauren	Project Team
Review bid document - specifications, system requirements etc	Jan.30 – Feb 9, 2024	Michelle	Kate	Records Mgmt Project Team	Lauren
Procurement Process – finalize bid document and supporting forms (release, evaluation and award)	Feb 1, 2024 Feb 13, 2024	Lauren	Michelle	Team	





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Procurement Process – Open Period	February 28, 2024 Mar 12, 2024	Lauren	Michelle	Team	
Procurement Process – Individual Evaluation	March 2024	Lauren	Michelle	Team	
Procurement Process – Consensus Meeting	March 2024 April 10, 2024	Lauren	Michelle	Team	
Award of Procurement	March 2024 April 2024	Lauren	Michelle	Team	SLT
Kick-Off with Selected Provider of Software	March 2024 April 2024	Michelle	Michelle	Team	
<i>Communication Plan developed</i>	April 2024	Carly	Michelle	Team	SLT
<i>Review of integration required</i>	April 2024	Mark	Michelle	Finance Records Mgmt	
<i>Configuration</i>	April 2024	Mark	Kate	Team	
<i>Data import of current OS information – capital details sheets, procurement</i>	April 2024	Mark	Michelle		



**R**

Responsible

**A**

Accountable

**C**

Consulted

**I**

Informed

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<i>plans in process, project charters, project plans etc.</i>					
Testing of imported data	May 2024	Michelle	Kate	Team	
Configuration Updates	May 2024	Mark	Kate	Team	
System Ready to Go Live	June 2024	Michelle	Kate	Team	SLT
Training of staff for soft launch on system	July 2024	Mark/ Michelle	Kate	Communications Service Provider	
Soft Launch -	July 2024	Michelle	Kate	Sub-set of project leads	Project Leads
Post-Mortem/ Review of soft launch	August 2024	Michelle	Kate	Sub-set of project leads TEAM	
Adjustments as Needed from Post-Mortem	August 2024	Mark	Kate	Service Provider	Communications
Training – Additional	September 2024	Mark/ Michelle	Kate		
Launch of System	September 2024	Michelle	Kate		
Confirm reporting from system	October 2024	Mark/ Michelle	Kate		

