



**MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**Project: PENSION ADMINISTRATION SYSTEM**



<b>Report Type:</b>	Monthly Status Report
<b>Status Date:</b>	11/24/2015
<b>Project Managers:</b>	Rob Ellison – Linea, Jack Blonski – LRS Pension Gold
<b>MCERA Team Members:</b>	Katy Richardson, Judy Zeller, Stan Conwell, Sylvia McGee
<b>Report Period:</b>	November 2015

**1. Current Period Activities**

Activity	Comments
Design	<ol style="list-style-type: none"> <li>Deliverable #3 including Member Self Service, General Ledger, and Actuarial Extract functionality is complete. As part of the contract, LRS will provide ten correspondence documents and five reports as requested by MCERA. The correspondence and reports are being delivered from LRS between 11/2 and 12/31.</li> <li>Four change requests (mentioned in the change request section below) are included in the final design (all designs are complete). <ul style="list-style-type: none"> <li>Change to include additional member self-service functionality</li> <li>Change to include a positive pay file from the bank to be used in reconciliation</li> <li>Change to create GL entries to zero out certain accounts at benefit setup time</li> <li>Change the Cemetery District to bi-weekly reporting</li> </ul> </li> </ol>
Data Conversion	<ol style="list-style-type: none"> <li>The final data conversion that coincides with beginning the production parallel time period (Nov &amp; Dec 2015) was completed on 11/4/2015. A subsequent partial conversion will coincide with the go-live date scheduled for 1/4/2016.</li> <li>50 items were identified in the final data conversion as either items to review or actionable. 25 are actionable. 5 of the 25 have been corrected and completed. The remaining 20 items are in process and are planned to be resolved prior to go-live in January.</li> </ol>
Development	<ol style="list-style-type: none"> <li>Development for all deliverables including Member Information and Processing, Benefit Information and Processing, and Member Portal is complete.</li> </ol>
User Acceptance Testing	<ol style="list-style-type: none"> <li>User Acceptance Testing for Deliverable #3 (Member Portal, General Ledger, Actuarial Reporting, and miscellaneous functionality) was completed on 10/29/2015.</li> </ol>
Production Parallel Processing	<ol style="list-style-type: none"> <li>Production Parallel began Monday 11/4/2015. All production processes (payroll transmittals, member benefit payrolls, retirement processing, etc.,) is being conducted "in parallel" with all production activities and being checked for accuracy. The parallel time period is scheduled to conclude 1/4/2016 and the system is scheduled to be fully operational on that date.</li> </ol>
Go-Live Full Production Mode	<ol style="list-style-type: none"> <li>Go-Live, or the conclusion of the parallel processing time period, when PensionGold becomes the system of record, is scheduled for 1/4/2016. This date is dependent upon the success of the parallel time period.</li> </ol>
New Trouble Tickets	<ol style="list-style-type: none"> <li>In November, 6 new Problem Incident Reports (PIR's) were created from testing activities, 1 is in review or being addressed by LRS, 4 are in re-test status and 18 were resolved.</li> <li>PIR's will continue through the parallel time period. Once the system is live in January, the PIR's will continue as part of production support.</li> </ol>
Open Change Requests	<ol style="list-style-type: none"> <li>Four change requests are approved for the project as detailed in #2 above.</li> </ol>
New Change Requests	<ol style="list-style-type: none"> <li>No new change Requests at this time.</li> </ol>

**2. Scheduled Activities**

Activity	Comments	Start Date	Due Date	Status	Percent Complete
Requirements	13. Delivery by MCERA to LRS of items identified in requirements sessions	12/10/2013	1/10/2014 1/24/2014	Complete	100%



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Analysis of In-House Printing	14. Executive summary outlining the options, costs, and pros/cons of each option for printing checks, advices and 1099's was provided to MCERA.	12/12/2013	3/28/2014	Complete	100%
Data Conversion	15. Data Conversion is scheduled for 11/2/2015 in preparation of the parallel processing time period in November and December 2015. A conversion "update" will be applied as part of the go-live effort before 1/4/2016.	12/2/2013	1/4/2016	In Process	90%
Deliverable 1	16. Design, development, system release testing, UAT training, and UAT complete.	12/19/2013	9/30/2014	Complete	100%
Deliverable 2	17. Design, development, system release testing, UAT training, and UAT complete.	6/23/2014	6/30/2015	Complete.	100%
Deliverable 3	18. Design, development, system release testing, UAT training, and UAT complete (except as noted in #1 above).	4/15/2015	10/31/2015	In Process	95%
Parallel Processing	19. Pension Gold run in parallel with existing systems and processes	11/2/2015	12/31/2015	In process	25%
Production Go-Live	20. Milestone date for system go-live and beginning of parallel processing.	N/A	Forecast Date: 1/4/2016	N/A	N/A
Project Completion	21. All documentation delivered 22. Training completed 23. Old system discontinued 24. Warranty period completed 25. System acceptance sign off	N/A	1/4/2016		N/A

**3. Budget Overview**

Description	Approved Budget	Paid To Date
Pension Admin System Implementation		
LRS (Hosting, software, vendor implementation services, includes change orders)	\$1,402,410.00	\$0.00
LRS additional support	\$0.00	\$0.00
County IT	N/A	*\$35,991.90
Linea	\$490,500.00	\$ *\$361,872.51
<b>Total for all Phases</b>	<b>\$1,892,910.00</b>	<b>\$397,864.41</b>
<b>Projected Total for all Phases</b>		<b>\$1,892,910.00</b>

\*through 10/31/2015. The November and December financial updates will be included in the December report.