

1.0 Project Identification

Name of Project

Investigate cloud-based solutions for a digital timecoding solution

Sponsor

(Accountable) Lara Widdifield

Project Manager

(Responsible) Kim Sowerby

Project Team Members (Responsible or Consult)

Mark Giberson

Vicki Zidner

Amanda Tennant

Ashley Ford

Stacy Fenwick

Andrew Smart

Graeme MacIntyre

Ian Courtney

Approved Budget

\$80,000 to \$186,000 – estimated cost

2.0 Business Need

2a1 Investigate cloud-based solutions that will advance the IT needs assessment timeline for a digital timecoding solution that is integrated with Asset Management, Work Order, and HRIS systems.

Q2 2025 to Q1 2026

3.0 Project Objectives (Purpose)

The purpose of this project is to explore and investigate cloud-based solutions for a digital timecoding system. The project aims to identify the feasibility, advantages, and potential challenges associated with utilizing cloud technology to enhance and streamline the current timecoding processes.

- Process mapping of current process
- Research and evaluate digital options for current and future options
- Security and compliance assessment
- Integration with existing or future systems
- Streamline the processes across the organization

4.0 Project Scope

The project will focus on investigating cloud-based solutions for the digital timecoding system. It will not involve the actual implementation of the new system but will provide detailed recommendations and findings to guide future decisions.

Considerations to include:

- Ability to see current live/realtime banks for staff
- Align pay period dates between full time and part time staff
- Compatibility with work order systems, stock, invoicing, fuel entry etc.
- Works with "Blue sheet" vehicle policy
- Booking vacation and time off on live/realtime
- Look into the approval process of timesheets
- Establish consistent rules across the organization
- End user training and how to use the product in full use, as well as ongoing training with ALL staff on a quarterly bases
- Making sure there is proper technology to accommodate under the ADOA
- Consider the visibility and access to the end user
- Look into scheduling modules in system

5.0 Stakeholders

Name	Consult or Inform
Managers/ Supervisors/Superintendents	Consult
Directors	Inform
All staff and employees not on team	Consult
Library staff	Consult
Police & Fire staff	Consult

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Process mapping of each division/department	June 2025
2	Compile alternatives for software systems	September 2025
3	Settle on recommended software systems	November 2025
4.	Present the findings to SLT	December 2025
5.	Present the findings to Ad Hoc Committee	January 2026

7.0 Risks

Severity	Description	Mitigation Tactic
High	New system will not integrate with one of the three programs noted above which may still cause manual entry	Look at how processes are done to help with this
High	Security for integrity of data	Making sure users' info is secure and having a policy in place for staff to not share or use other users information
High	Auditability	See who entered time and who changed time, in case staff entered information incorrectly
Medium	Lack of staff buy-in as this will cut into their workday	Educate staff as to why this is so important for the corporation as a whole and how this will save times for others as well as themselves
Medium	Staff may not have the experience to use certain devices	Educate staff on devices and make sure training modules are available
Medium	Not having enough technology available to staff	Look at ways for staff to use personal devices or have move mobile technology available Ref: Service Review 2b1 & 2b3
Medium	Data is accurate and easy to use	Have training for staff and have "cheat" sheet to help

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

1. Time savings for administrative staff
2. Operational efficiency throughout the organization, as well as streamline processes
3. Equal for all staff equality
4. Elimination of paper, which equals to savings with office supplies