



MEMORANDUM

TO: Joint Technology Committee
FROM: Sarah Clark, Payroll Modernization Product Owner
DATE: July 5, 2022
RE: Payroll Modernization Status Update

The following provides a quick update on Payroll Modernization efforts over the past three weeks and expectations over the next month or so. As outlined in our June 15 JTC presentation, the payroll modernization effort is currently in the planning stages. With the \$6M appropriation DPA received, we will advance our data strategy, develop our high-level requirements, solicit, and select a payroll platform solution. Implementation of a payroll platform solution is dependent on additional funding.

Below we provide details about the activities currently underway to support each objective.

Create Payroll Modernization team

We are developing a small agile team to advance our data strategy over the next 6-9 months. We intend to staff this as a vendor/state team with expertise in data architecture and agile methodology. The team will have the following roles:

Role	Description	Organization
Product Owner	Accountable for maximizing the business value of the product resulting from the work of the Scrum Team.	DPA
Scrum Master	Accountable for the Scrum Team's effectiveness.	Vendor
Data Architect	Part of the Scrum development team responsible for designing and developing the needed data structures.	Vendor
Business Analyst	Part of the Scrum development team responsible for refining user stories so developers can create value.	Vendor
Integration Developer	Part of the Scrum development team responsible for developing Application Programming Interfaces (APIs) consistent with a strategy for reuse.	Vendor



Role	Description	Organization
Technical Lead	Part of the Scrum development team responsible for providing engineering design leadership, subject matter expertise, and access to OIT-supported systems including the Colorado Personnel Payroll System (CPPS).	OIT/Colorado Digital Service

We expect the initial payroll modernization team to be formed by the end of August 2022.

Conduct CPPS, data, and integration discovery

Over the next 6-9 months, we will focus on “Data as a Product.” The agile team described above will work to meet these objectives:

- Identify the necessary data required to run payroll and standardize data definitions across agencies.
 - Output: Data Dictionary.
- Identify data cleanup needs and quantify the level of effort to accomplish this.
 - Output: Scope of Work for data clean up resources.
- Create a data environment for business analytics.
 - Output: Data Lakehouse or similar receiving data from CPPS and accessible by agencies for sample reporting.
- Identify requirements for data integration needs.
 - Output: Requirements for future Application Programming Interfaces.

Build high-level business requirement and standards

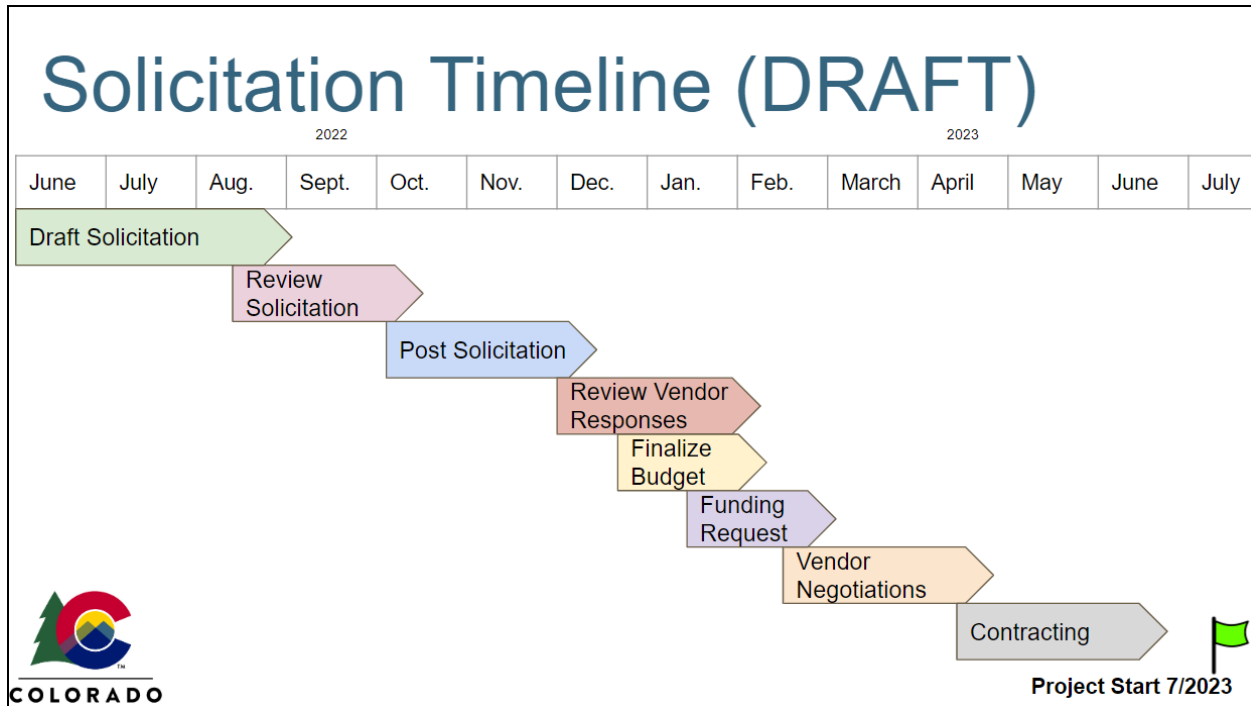
Building on documentation from previous projects, we are conducting Agency Listening Sessions with current CPPS organizations across all three branches of state government. These sessions will be done by the end of September. Equipped with the additional insight from our Data as Product work, we will be prepared to migrate our data to the new payroll solution.

Draft and publish payroll software solicitation

Working with agencies and OIT, we drafted a [Request for Information](#) in June 2022 for vendor feedback about our proposed scope. This will be published and evaluated in July and August to inform the drafting of the payroll modernization solicitation. As noted on our June 15 presentation, we expect to release the full payroll modernization solicitation in October 2022.



Draft Timeline for Payroll Modernization Solicitation and Selection



Other Projects

The JBC provided OIT over \$50 million to address legacy systems. OIT prioritized some of this funding to decommission the state’s mainframe, which hosts the current payroll system, CPPS. The goal of this project is to either retire the programs on the mainframe or move the programs to a more stable and supported environment. The mainframe decommission project team held planning meetings over the past three weeks. DPA and OIT will continue to work together to ensure this project supports the payroll modernization effort.

