



MKE ERP PROJECT CHARTER

The City is embarking on a multi-year project to modernize and digitize our fiscal and human resources systems. These systems have been in service over twenty years. The time has come to replace FMIS and HRMS with a single, fully integrated, software-as-a-service system that will support our mission, staff, and constituents well into the future. This City-wide initiative is sponsored by an Executive Committee representing elected and appointed administrative department leaders. All departments will benefit, and all departments will contribute. All departments will have input into system capabilities and implementation decisions, such as streamlining business processes, systems integrations, and ways to minimize impacts on operations and services.

To accomplish this, the city will follow these guidelines:



Adopt standard business processes and best practices supported by the new system while simultaneously automating processes to the greatest extent possible to eliminate redundant data entry, paper processes and as many steps as possible.



Migrate to a modern software-as-a-service platform that is constantly updated and enhanced for the city, allowing the city to take advantage of emerging capabilities.



Retire stand-alone department administrative systems and Interface systems that share data to minimize manual processes and maintain data integrity.

Key success factors include:



Implement a timekeeping system that allows for mobile entry and approval.



Implement an integrated budgeting system to replace distributed spreadsheets.



Make administration more efficient and give all city employees a better user experience by adding fiscal and HR related functionality.



Enhance fiscal and HR reporting and analytical capabilities.



Remedy pain points voiced by city staff.

This initiative will require extensive engagement by department subject matter experts. To achieve our goals and build the best solution for the city empowered participation is critical. Lastly, all ideas and suggestions from city staff are welcome.

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