

Joint Steering Committee Project Status Report
Period: 09/01/2010 to 09/30/2010

Project Name: SaaS Pension Administration System Modernization Project

Client Executive Committee:

Name, VP Human Resources
Name, VP ETS Solutions Delivery
Name, VP Retirement & Benefit Plans
Name, AVP Canadian Retirement & Savings Plans
Participates: Name, Manager Canadian Pension Plans,
Name1, Project Manager, Name, Senior Manager IT

Morneau Shepell Executive Committee:

Name, Executive Vice President
Name, Partner, Account Manager
Name, Partner, Relationship Manager
Participates: Name, Program Manager, Names, Project
Management team

SaaS Systems:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Pension Module | <input checked="" type="checkbox"/> Employer Web Tool |
| <input checked="" type="checkbox"/> Benefits Module | <input checked="" type="checkbox"/> Member Web Tool |
| <input checked="" type="checkbox"/> Payroll Module | <input checked="" type="checkbox"/> CRM Module |
| <input checked="" type="checkbox"/> Accounting Module | <input checked="" type="checkbox"/> Document Management |

Summary Description: *(a brief description of project objectives and end-products)*

Objective:

- Implementation of a pension plan decision tool.
- Incorporation of a plan comparison feature into the ongoing pension forecasting tool.
- Inclusion of the Pension Plan in the website tools and Morneau administration system.

Key end-products:




- Implementation Work book which is organized into chapters. The chapters are defined as follows:
 - CH 1: Project Scope Statement
 - CH 2: Plan Analysis - interpretation of plan texts
 - CH 3: Site Access & Security
 - CH 4: Site Navigation - specifications
 - CH 5: Employee Web Tools - specifications
- CH 6: Sponsor Tool – specifications
- CH 7: Data Conversion & Interfaces - specifications
- CH 8: Reporting - specifications
- CH 9: Business Procedures
- CH 10: Quality Assurance - plan & test cases
- Pension Plan Decision Tool which will be accessible by client employees from the Client’s intranet, or from home.
- Ongoing pension projection tool that will incorporate a plan comparison feature.
- Combined annual statements and option forms.
- Configuration of the Morneau Shepell pension administration system to support the Pension Plan.
- Updates to interfaces and business processes to accommodate the new plan.



















Go Live Dates:

- Pension decision tool – December 1, 2010
- Processing period – February 1, 2010
- New Pension Plan – March 1, 2011

Project Scorecard: *(a summary of the status which highlights progress relative to scheduled dates, scope and issues)*

<Progress bar will be included in subsequent reports showing progress relative to the project plan baseline>

-  **Critical (requires extraordinary management intervention)**
-  **Warning (considered manageable in the normal course)**
-  **On target (actively managed and proceeding as planned)**

	Workbook Part I (CH: 1 to 7)	Workbook Part II (CH: 8 – 10)	Pension Administration Platform	Employee Web Tool	Data Conversion	Ongoing Interfaces
Schedule						
Scope						
Issues						

Project Plan Revisions: *(a brief recap of changes made to plans since the previous project status report)*

- Chapter 7 (interfaces) requiring longer than expected to close due to complexities in business rules around new hires especially; no impact to live date
- Chapter 8 (reports) delayed due to need to run additional workshop to complete review of requirements; no impact to live date. Annual statements are not required until 2010; work on these is deferred until early May.

Variance Explanation: *(main reasons why project actuals vary from plan)*

- The initial schedule was drawn up before requirements analysis had gone very far. The new dates reflect a better understanding of the work required. The most recent schedule improves the accuracy of the first, although some areas, interfaces and reports for example, are still in the definition process.

Corrective Action Recommended: *(proposed steps which will address deviation from plan)*

- Corrective action not required.

Update on Key Milestones:

- Chapter 1 – Scope Statement
 - Signed off.
- Chapter 2 – Plan Analysis
 - Signed off except for recently added SPA provisions, currently under review.
- Chapter 3 – Site Access and Security
 - No change.
- Chapter 4 – Site Navigation and Content
 - Part 1, focusing on navigation through the various time phases, is signed off.
 - Part 2, focusing on the elements of static content to be delivered by CLIENT is currently under development. A delivery schedule has been proposed but not yet reviewed with the key CLIENT stakeholders.
- Chapter 5 – Employee Tools (Decision Tool, Pension Forecasting Tool, Horizon)
 - Decision tool spec is signed off.
 - March 1 onward revised pension forecasting tool spec is signed off.
 - Horizon is unchanged, except for a possible feature to enable members of the non-contributory option to model based on joining the contributory option.
- Sponsor Tool (Chapter 6)
 - No change.

- Interfaces (Chapter 7)
 - There are currently 10 interfaces between MS and CLIENT or CLIENT third parties. Among these:
 - 3 are not changing at all
 - 5 will have relatively minor changes
 - 2 will have more significant changes, mainly in terms of logic rather than layout (HRIS, enrolment)
 - workshop scheduled on Aug 7
- Chapter 8 – Reports (including forms, letters, benefit statements)
 - An inventory of new / changed / discontinued reports, as well as a spec for decision period statistics, has been reviewed jointly and will be finalized on August 15. Timing for mockup delivery is currently being determined. MS has been asked to provide a proposal for development of new letters required.
 - For the one-time confirmation statements at the close of the decision period, MS has been asked to provide proposals for (a) drafting of letter content (b) programming to issue appropriate letter based on employee plan profile and (c) to produce, bundle and deliver the letters to Symcor locations (similar to what is done with annual statements).
- Chapter 9 – Business Processes
 - Process grid reviewed including new, changed and discontinued processes; CLIENT provided feedback used to finalize the grid and prepare detailed process flows, including the new monitoring process
 - workshop scheduled on August 12
- Chapter 10 – Quality Assurance
 - MS will deliver a UAT checklist for CLIENT to use in preparation of website UAT test cases
 - A schedule has been proposed for UAT and will be refined with CLIENT stakeholders, taking data scrambling implementation into account
 - Pension calculations test grid – signed off
- Other Requirements
 - Data scrambling: MS has, after detailed consultation with CLIENT, provided a requirements specification for data scrambling; the objective is to implement this for UAT during this project, and moving forward, in other non-production environments, including integration testing, QA and development

Key Milestones planned for next period:

- Workbook Signoffs
 - Chapter 4 – Site Navigation and Content Part 2 (TBD, estimated end of July) – since this is comprised of CLIENT-provided content, signoff is not really required
 - Chapter 7 – Interfaces
 - Chapters 8 – 9: Reports and Business Process Grids (August 15)
 - Chapters 8 – report mockups (tbd)
 - Chapter 9 – detailed process flows (September 5 – TBC)
 - Chapter 10: Quality Assurance – ms will provide a UAT checklist by August 22 and an integration test grid by the end of September
 - Data scrambling requirements signoff and an agreed-upon implementation plan and schedule
- Ariel Configuration
 - Ariel calculation results review by CLIENT is underway with feedback due by Aug 13
 - Some parts of the calculations depend on features not yet complete in Ariel, and will be reviewed at a later date; MS will update the test grid with this information as soon as it is confirmed.
- Tool Configuration
 - Decision tool configuration and Horizon will be completed August 22
 - Post-decision pension forecasting tool will complete September 1

Change Requests:

Change Request Summary: *(The following section summarizes all change requests currently under discussion preparatory to submitting to the steering committee for approval. The estimates are conceptual only: firm estimates will be provided for PCRs approved on the basis of the conceptual estimates)*

Change Order Number / Description	Status	Estimated Budget
CR001 - Add option for new hires to model PEA for non-contrib or contrib in the ongoing pension forecasting tool	For discussion	TBA
CR002 - Produce scenario-based post-decision period confirmation letters	For discussion	TBA

Issues / Risks & Resolutions – In progress:

1. Impact of key resource availability on signoff schedule
 April 25 discussion: CLIENT concerns for work on business processes and interfaces.
RESOLUTION:
 - o CLIENT has assigned new resources to these tasks. Some learning curve but work is progressing.
2. CLIENT plan to add or change PEA administrator during project
 Date Raised: 5 May 2010
 Raised by: CLIENT
 CLIENT is considering using the new provider initially only for the new plan, to remove any conversion work from the schedule. NO CHANGE.
3. Decision period / annual re-enrolment overlap: potential for pension enrolment to reset benefit enrolment elections
 Date Raised: 25 June 2010
 Raised by: CLIENT
 MS is concluding a proof-of-concept test for a potential solution – results due aug 14 internally and a follow up with CLIENT shortly thereafter.
4. Data scrambling vs. testing schedule: new factor in project.
 Date Raised: 14 August 2010
 Raised by: Morneau Shepell.
 Need to have sign-off by May 5 in order to eliminate risk of delays to UAT Cycle 1 schedule.

Issues / Risks & Resolutions – Resolved :

Next meeting date

- Proposed date of September 18 to be confirmed.

Appendix A – Project Plan Details						
Assigned To	Key Milestones	Planned Start Date	Planned Finish Date	Actual Finish Date	% Complete as at 25-Jun-10	% Complete as at 10-Aug-10
Business Requirements:						
Planned Progress		100%				
Actual Progress		70%				
Business Requirements – Workbooks		27-Feb-10	5-Sep-10*		0%	70%
<ul style="list-style-type: none"> ▪ Chapters 1 – 9 as above * Excluding Ch 8 report mockups which will be later 						
System & Tool Configuration:						
Planned Progress		100%				
Actual Progress		80%				
Canadian Pension Plan Implementation		27-May-10	30-Jun-10		90%	100%
<ul style="list-style-type: none"> ▪ Ariel Configuration ▪ Gap Analysis ▪ Ariel Calculation Test Plan 						
Employee Web Tool		26-Jun-10	01-Sep-10		0%	50%
<ul style="list-style-type: none"> ▪ Decision Tool ▪ Ongoing Pension Forecasting / Comparison Tool ▪ Horizon ▪ Enrollment 						
Web User Experience:						
Planned Progress		100%				
Actual Progress		10%				
Website Navigation and Posting		27-Jun-10	22-Aug-10		0%	10%
<ul style="list-style-type: none"> ▪ Credentials ▪ Extract identifier ▪ Navigation changes (3 periods) ▪ Text reviews and final text translation ▪ Posting 		Later Dependent on text delivery and review process				
Interfaces:						
Planned Progress		80%				
Actual Progress		80%				
Ongoing Interfaces		10-Aug-10	09-Sep-2010	31-Oct-10	0%	0%
<ul style="list-style-type: none"> ▪ Inbound to Morneau Shepell ▪ Outbound from Morneau Shepell 						
Testing:						
Planned Progress		0%				
Actual Progress		0%				
MS Internal / CLIENT Joint Testing		15-Aug-10	19-Nov-10		0%	0%
<ul style="list-style-type: none"> ▪ MS Internal Quality Assurance ▪ Joint Integration Testing (interfaces) ▪ User Acceptance Testing 						

Key Checkpoint Dates:

▪ Readiness Checkpoint 1 (Decision Period)		03-Nov-10		0%	0%
▪ Decision Tool Go/No Go decision		24-Nov-10		0%	0%
▪ Readiness Checkpoint 2 (New Pension Plan go-live)		30-Jan-10		0%	0%