March 15, 2016

Marin County Board of Supervisors
Civic Center
San Rafael, CA 94903

Subject: Status report regarding the Administrative Technologies of Marin (ATOM) project implementation

Dear Board Members,

RECOMMENDATION: Accept status report

SUMMARY
The project is on-time and on-budget for the Finance system implementation. As part of our commitment to a successful ATOM project, we are providing your Board with another project status update at a key milestone. The key milestone to report to your board on this date is the project team’s readiness for delivery of End-User Training. Below is a high level summary of events leading to this milestone:

- October 2013 – County issues an RFP seeking a partner to implement a modern and best-fit Enterprise Resource Planning (ERP) software solution
- December 2014 – County Board of Supervisors approves a contract with Tyler Technologies for their Munis software product
- February 2015 – ATOM Project Implementation commences
- December 2015 – New Financial reporting structure (Chart of Accounts) completed
- March 2016 – End-User training scheduled to commence
- July 2016 – Projected Go Live for Finance

End-User training has been designed and planned to apply lessons learned from the previous implementation. Training is scheduled to be delivered with multiple occurrences to give our user community to opportunity to learn, practice, and then reinforce learning “just-in-time” for the system “go-live.” A variety of resources will be available to support our organization through this
transition, including hands-on training, detailed desktop procedure manuals, recorded training sessions for replay at user convenience, and open labs just prior and after the "go-live" transition.

The implementation team is just over three-quarters through the planned time for the Finance phase of the project and is projecting an on-time delivery of the new system in July 2016.

In January 2016, the Human Resources and Payroll phase of the project kicked off with a projected "go-live" date of July 2017.

**FISCAL IMPACT:** Since the project is proceeding within budget, there is no fiscal impact to report.

Please let us know if you have any questions or concerns.

**Reviewed By:**

( ) County Counsel  
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