

Agency ERP Project Request

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|---------------|-------------|---------------|
| SEC. 1 | Agency name | Agency number |
|---------------|-------------|---------------|

Contact Information

| | | | |
|------------------|----------------|---------------|------------------------------|
| SECTION 2 | Contact name | Title | Phone (Area code and number) |
| | Street address | Email address | |
| | City | State | ZIP code |

Request Type

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|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SEC. 3 | Select only one request type. A new request form (Form 74-222) is required for each request type. <input type="checkbox"/> Join CAPPs <input type="checkbox"/> New system <input type="checkbox"/> New module <input type="checkbox"/> Change in software version <input type="checkbox"/> Any other change costing over \$500,000 |
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Software (Select all that apply)

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| SECTION 4 | EXISTING SOFTWARE AND VERSION (V) NUMBER <input type="checkbox"/> Lawson - M3 <input type="checkbox"/> Sage - MIP V: _____ V: _____ <input type="checkbox"/> Oracle - eBusiness Suite <input type="checkbox"/> SAP - ERP V: _____ V: _____ <input type="checkbox"/> Oracle - PeopleSoft <input type="checkbox"/> Sungard - Banner V: _____ V: _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Comptroller System (USAS, V: _____ USPS, SPRS or CAPPs) | NEW SOFTWARE AND VERSION (V) NUMBER <input type="checkbox"/> Lawson - M3 <input type="checkbox"/> SAP - ERP V: _____ V: _____ <input type="checkbox"/> Oracle - eBusiness Suite <input type="checkbox"/> Sungard - Banner V: _____ V: _____ <input type="checkbox"/> Oracle - PeopleSoft <input type="checkbox"/> CAPPs - Central V: _____ V: 9.2 <input type="checkbox"/> Other _____ <input type="checkbox"/> CAPPs - Hub V: _____ V: 9.2 <input type="checkbox"/> Sage - MIP V: _____ |
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Current Modules in Use (Select all that apply)

| | | | | | | | | | |
|------------------|--------------------------|--------------------------|--------------------|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|------------------------|
| SECTION 5 | IN-HOUSE | HOSTED | | IN-HOUSE | HOSTED | | IN-HOUSE | HOSTED | |
| | <input type="checkbox"/> | <input type="checkbox"/> | General Ledger | <input type="checkbox"/> | <input type="checkbox"/> | Inventory | <input type="checkbox"/> | <input type="checkbox"/> | Human Resources |
| | <input type="checkbox"/> | <input type="checkbox"/> | Budgeting | <input type="checkbox"/> | <input type="checkbox"/> | Payroll | <input type="checkbox"/> | <input type="checkbox"/> | Time and Labor |
| | <input type="checkbox"/> | <input type="checkbox"/> | Billing | <input type="checkbox"/> | <input type="checkbox"/> | Procurement | <input type="checkbox"/> | <input type="checkbox"/> | Position Management |
| | <input type="checkbox"/> | <input type="checkbox"/> | Grants | <input type="checkbox"/> | <input type="checkbox"/> | Accounts Receivable | <input type="checkbox"/> | <input type="checkbox"/> | Recruiting |
| | <input type="checkbox"/> | <input type="checkbox"/> | Customer Contracts | <input type="checkbox"/> | <input type="checkbox"/> | Asset Management | <input type="checkbox"/> | <input type="checkbox"/> | Performance Management |
| | <input type="checkbox"/> | <input type="checkbox"/> | Accounts Payable | <input type="checkbox"/> | <input type="checkbox"/> | Project Costing | <input type="checkbox"/> | <input type="checkbox"/> | Learning Management |

New Modules in Scope of Request (Select all that apply)

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|------------------|--------------------------|--------------------------|--------------------|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|------------------------|
| SECTION 6 | IN-HOUSE | HOSTED | | IN-HOUSE | HOSTED | | IN-HOUSE | HOSTED | |
| | <input type="checkbox"/> | <input type="checkbox"/> | General Ledger | <input type="checkbox"/> | <input type="checkbox"/> | Inventory | <input type="checkbox"/> | <input type="checkbox"/> | Human Resources |
| | <input type="checkbox"/> | <input type="checkbox"/> | Budgeting | <input type="checkbox"/> | <input type="checkbox"/> | Payroll | <input type="checkbox"/> | <input type="checkbox"/> | Time and Labor |
| | <input type="checkbox"/> | <input type="checkbox"/> | Billing | <input type="checkbox"/> | <input type="checkbox"/> | Procurement | <input type="checkbox"/> | <input type="checkbox"/> | Position Management |
| | <input type="checkbox"/> | <input type="checkbox"/> | Grants | <input type="checkbox"/> | <input type="checkbox"/> | Accounts Receivable | <input type="checkbox"/> | <input type="checkbox"/> | Recruiting |
| | <input type="checkbox"/> | <input type="checkbox"/> | Customer Contracts | <input type="checkbox"/> | <input type="checkbox"/> | Asset Management | <input type="checkbox"/> | <input type="checkbox"/> | Performance Management |
| | <input type="checkbox"/> | <input type="checkbox"/> | Accounts Payable | <input type="checkbox"/> | <input type="checkbox"/> | Project Costing | <input type="checkbox"/> | <input type="checkbox"/> | Learning Management |

Estimated Project Cost

| | |
|---------------|-------------------------------------------------------------------------------------------------------------|
| SEC. 7 | Estimated project implementation cost\$ _____ Estimated annual maintenance/support cost\$ _____ |
|---------------|-------------------------------------------------------------------------------------------------------------|

Project Time Frame

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|---------------|----------------------|--------------------|
| SEC. 8 | Estimated start date | Estimated end date |
|---------------|----------------------|--------------------|

In addition to this form submission, send documentation on your project justification via email to russell.charlton@cpa.texas.gov. Include references to any statutory requirements, audit findings, or agency initiatives.

Agency ERP Project Request Instructions

SECTION 1 — Agency Name

Enter the requesting agency name and number.

SECTION 2 — Contact Information

Provide the requested contact information for the agency-designated subject matter expert (SME).

SECTION 3 — Request Type

Select only one request type. A new request form (Form 74-222) is required for each request type. Below is a listing of choices with accompanying definitions.

Join CAPPs – Select this option if your agency is requesting approval to implement CAPPs for HR/Payroll, Financials, or both towers.

New System – Select this option if your agency is requesting approval to implement a new ERP system other than CAPPs or automate a manual system. This includes moving from one ERP system to another.

New Module – Select this option if your agency is requesting approval to implement a module from an existing ERP system.

Change in Software Version – Select this option if your agency is requesting approval to perform an upgrade. An upgrade is defined as a software change that results in change of version. *NOTE: This does not apply to version changes due only to a fix. If a fix is bundled with additional functionality, select this option.*

Any Other Change Costing More than \$500,000 – Select this option if your agency is requesting approval to implement a change that exceeds \$500,000 in cost that does not fall under one of the previous categories. This selection does not apply if the change is bundled with new functionality. If the change is bundled with new functionality select “Change in Software Version.”

SECTION 4 — Software (*Select all that apply*)

Existing Software Name and Version (V) Number – Select the name(s) from the list of ERP software products currently in use by the agency and include the software version number. If existing products are not listed, please select “Other” and enter the software product name and version number.

New Software Name – Select the name(s) from the list of ERP software products to be implemented by the agency and include the software version number. If the new products are not listed, please select “Other” and enter the software product name and version number.

SECTION 5 — Current Modules in Use (*Select all that apply*)

Based on the existing software selection above, select all ERP modules the agency currently has or uses and indicate whether the module is maintained in-house or hosted by an external service provider.

SECTION 6 — New Modules in Scope of Request (*Select all that apply*)

Based on the new software selection above, select all modules the agency plans to implement or change and indicate whether the module will be maintained in-house or hosted by an external service provider.

SECTION 7 — Estimated Project Costs

High-level cost estimates are required to show project magnitude and anticipated on-going maintenance/support costs.

Estimated Project Implementation Cost – Provide the total estimated project implementation cost, which may include costs for hardware, software, services, contracted staff, in-house staff, and any other costs associated with the project implementation.

Estimated Annual Maintenance/Support Cost – Provide the total estimated annual maintenance cost, which may include costs for hardware, software, services, contracted staff, in-house staff, and any other costs associated with post-implementation maintenance/support.

SECTION 8 — Project Time Frame

Estimated Start Date – Enter a project start date. In the field with start date, define start date. For example: Start date is when the Business Case will be started.

Estimated End Date – Enter project end date. In the field with the start date, define end date. For example: End date is when the product is delivered and signed off on.