

A nighttime photograph of a city street with tall buildings and streetlights. A large, semi-transparent blue graphic, resembling a stylized 'X' or a ribbon, is overlaid on the image. The graphic has a subtle pattern of small white stars and dots.

plante moran | Audit. Tax. Consulting.  
Wealth Management.

# ERP System Requirements Analysis Update

Placer County Water Agency Board of Directors Meeting | August 5



# Project Scope

## Financial Management

- General Ledger
- Cost Allocation
- Budgeting
- Project Accounting
- Grant Accounting
- Requisitions
- Fixed Assets
- Purchase Orders
- Contract Management
- Vendor Management
- Accounts Payable
- Accounts Receivable
- Cash Receipts
- Financial Reporting

## Utility Billing

- Utility Billing
- Customer Service
- Online Utility Accounts & Payments
- Service Requests

## Land Management

- Land/Parcel/Address Management
- GIS Integration

## People Management

- Human Resources
- Payroll
- Time Keeping
- Employee Self-Service
- Learning Management
- Asset Management

## Maintenance Management

- Work Order Management
- Inventory Management
- Fleet Maintenance
- Fuel Inventory



# Background

**Project charter  
developed**

**Educational demonstration**

**Stakeholder interviews**

**Executive  
sponsor interviews**

**Business processes mapped in  
current and future state**

**Needs assessment report**

**System requirements  
developed**



# Key Findings

- Staff provide high service through considerable efforts
- Business processes are lengthy, manual, and often paper-based
- Reporting capabilities are inadequate
- Staff desire additional ERP training
- Supporting documentation is stored across departments
- A new modern, connected ERP system will resolve many issues



# Project Schedule – Completed Activities

Activity	Date
Project initiation & Agency kick-off meeting	March 2021
Educational software demonstrations	April 2021
Stakeholder interviews	May 3 – June 18, 2021
Develop process maps & opportunities for improvement	May 3 – July 9, 2021
Complete needs assessment report	June 1 – July 16, 2021
Create functional and technical specifications	July 15 – July 28, 2021



# Project Schedule – Upcoming Activities

Activity	Date
Release RFP	August 2021
Vendor responses due	September 2021
Vendor shortlisting	October 2021
Vendor demonstrations	November – December 2021
Reference checking and Q&A	December 2021
Final vendor selection	January 2022
Contract negotiations	January 2022