

Schedule 12: PIPP

See separate document.

Schedule 12: Project Implementation and Payment Plan (PIPP)

1. Introduction

DOCUMENT SCOPE

This Schedule 12 (PIPP) describes the implementation phase of the Customer’s ERP project based on the Accenture Enterprise Services for Government (AESG), and in addition provides the payment plan for the implementation of the Services including payment for Module 10 (As a Service) services.

2. Project Overview

2.1 The objectives of this project are to:

- (a) Support the transformation of the delivery of corporate services into the Department of Justice;
- (b) Provide a SAP ECC6.0 ERP SaaS solution to support the Principal Department, Departmental agencies, Cluster agencies, Executive agencies and the operations of the Business Support Centre (BSC);
- (c) Transition current disparate ERP processing applications from different divisions onto the new solution;
- (d) Introduce standardised business processes in line with the NSW Government Corporate Shared Service Reform Program (CSSRP);and
- (e) Manage the risks associated with adopting a SaaS solution by using a phased implementation approach.

2.2 The Contractor will transition the Customer from the existing ERP systems to the AESG Service as proposed in the Contractor’s response to the Customer’s RFQ and this Schedule, and provide the Deliverables and Transition In Services as described in the Customer’s RFQ and the remainder of this Schedule. In this Schedule a reference to ‘Onboarding’ which is a term in the Contractor’s methodology has the same meaning as ‘Transition In Services’.

3. Scope of Work

TRANSITION IN SERVICES

3.1 Contractor will provide Transition In Services for the following AESG Service scope:

Agency / Service Group	FTE
Legal Policy and Regulatory Services	226
Court and Tribunal Services	2,574
Crime Prevention and Community Services	247
Registry of Births, Deaths and Marriages	144
NSW Trustee and Guardian	516

Agency / Service Group	FTE
Office of the Public Guardian	66
Legal Profession Admission Board	13
Corrective Services	6,330
Juvenile Justice	1,416
Crown Solicitor's Office	337
Information and Privacy Commission	29
Judicial Commission of NSW	34
Natural Disaster Resilience, Counter Terrorism and Emergency Services Policy (MPES)	80
The Arts, Hospitality and Racing	251
Core Deployment (includes POC Scope FTE)	12,263
Cultural Institutions (if included, as a separate SAP client)	
Art Gallery of NSW (OPTIONAL)	210
Australian Museum (OPTIONAL)	311
Museum of Applied Arts and Sciences (OPTIONAL)	324
State Library of NSW (OPTIONAL)	316
Cultural Institutions Total	1161
Cluster Agencies	
Legal Aid Commission (OPTIONAL)	906
New South Wales Crime Commission (OPTIONAL)	136
Office of the Director of Public Prosecutions (OPTIONAL)	655
Police Integrity Commission (OPTIONAL)	96
Cluster Agencies Total	1793
Grand Total (including OPTIONAL and POC Scope FTE)	15,217

- (a) Approximately 12,260 FTE with the option of another 2954 FTE as indicated in the table above. Up to 600 of the 12,260 FTE will be Transactional Users.
- (b) The functional scope is described in Attachment 12-A (Functional Scope) to Schedule 12 (PIPP);
- (c) The RICEFW scope is described in Attachment 12-B (RICEFW Scope) to Schedule 12 (PIPP);
- (d) Transition In Services comprise the activities described in section 4 including:
- (i) Solution Adoption;
 - (ii) Tenant Setup;
 - (iii) Validate;

- (iv) Deploy;
 - (v) Program and Project Management;
 - (vi) Technical Architecture; and
 - (vii) Data Migration;
- (e) The explanation of and manner of selecting each option is set out in section 5 of Attachment 12-F (Pricing Information and Tables) to Schedule 12 (PIPP).

TRANSITION PLAN:

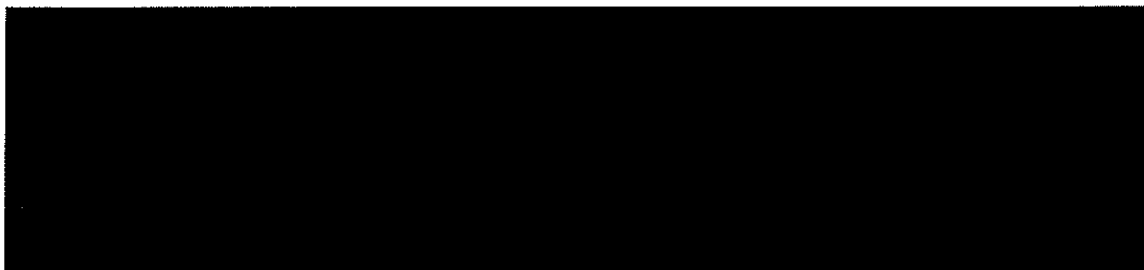
- 3.2** The Contractor must in accordance with the Milestones, prepare a transition plan for endorsement by the Customer which (**Transition Plan**):
- (a) describes all tasks necessary to be completed by the Contractor in order to commence providing the Services as required by this Customer Contract on the Cutover Date;
 - (b) meets the Milestones for Transition; and
 - (c) specifies to the reasonable satisfaction of the Customer, the processes that the Contractor will put in place in order to complete such tasks.
- 3.3** The Transition Plan shall include the following:
- (a) development of processes and procedures on day-to-day operations, training, performance measurement and reporting related to the Transition In Services;
 - (b) documentation of Transition In acceptance criteria;
 - (c) recruitment and training of the Contractor's Personnel to meet the operational requirements in delivering the Services;
 - (d) migration of services from the Customer to the Contractor;
 - (e) data migration; and
 - (f) processes and procedures for Acceptance Testing of Services before the Cutover Date and the commencement of business-as-usual Services.

HIGH LEVEL TRANSITION PLAN

- 3.4** The proposed deployment plan is:
- (a) Wave 1.1 [REDACTED];
 - (b) Wave 1.2 [REDACTED];
 - (c) Wave 2.0 [REDACTED]

- [REDACTED]
- (d) Wave 3.1 [REDACTED]
[REDACTED]; and
- (e) Wave 3.2 [REDACTED]
[REDACTED].

3.5 The proposed high-level project plan is depicted below, and the details of this plan can be found in Attachment 12-E (Project Plan) to Schedule 12 (PIPP). The timeline for Corrective Services rostered staff is indicative, as the scope and timing of this Wave are yet to be determined. The pricing provided is indicative, and this Wave is not covered in the detailed plan. This is denoted as Wave X in the table below.



APPROVAL

- 3.6** The Transition Plan is a Deliverable that is subject to review and acceptance by the Customer.
- 3.7** The Customer may approve, withhold approval or give qualified approval to all or part of the Transition Plan submitted by the Contractor.
- 3.8** If the Customer does not approve all or part of the Transition Plan or gives qualified approval, then the Customer will give written notice to the Contractor specifying in reasonable detail the reasons for such a decision and the Contractor must promptly submit a revised Transition Plan to the Customer for its approval having regard to the Customer's comments.

COMPLETION OF TRANSITION

- 3.9** Once the Transition Plan has been accepted by the Customer, the Parties must carry out their responsibilities as set out in the Transition Plan, in accordance with the Milestones.

AWARDS

- 3.10** The following award types will be set up as part of the Services to meet the Customer requirements (this set up includes minor variations of the awards in use at the Customer, noting the Customer's intention to consolidate):
- Crown Employees (Administrative and Clerical Officers-Salaries) Award 2007
 - Crown Employees (Correctional Officers, Department of Attorney General and Justice - Corrective Services NSW) Award
 - Crown Employees (Correctional Officers, Department of Corrective Services) Award 2007 for Kempsey, Dillwynia and Wellington Correctional Centres
 - Crown Employees (Department of Attorney General and Justice - Attorney General's Division) (Reporting Services Branch) Sound Reporters Award 2007
 - Crown Employees (Department of Attorney General and Justice (Juvenile Justice) - 38 Hour week Operational Staff 2012) Reviewed Award
 - Crown Employees Food Safety Officers Award

- Crown Employees (General Managers, Superintendents, Managers Security and Deputy Superintendents, Department of Attorney General and Justice - Corrective Services NSW) Award 2009
- Crown Employees (General Staff Salaries) Award 2007
- Crown Employees - Legal Officers (Crown Solicitor's Office, Office of the Legal Aid Commission, Office of the Director of Public Prosecutions and Parliamentary Counsel's Office) Reviewed Award 2012
- Crown Employees (Librarians, Library Assistants, Library Technicians & Archivists) Award
- Crown Employees (Psychologists) Award
- Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009
- Crown Employees (Senior Assistant Superintendents and Assistant Superintendents, Department of Attorney General and Justice - Corrective Services NSW) Award 2009
- Crown Employees (Senior Officers Salaries) Award 2012
- Crown Employees (Sheriff's Officers) Award 2007
- Crown Employees (Tipstaves to Justices) Award 2007
- Canteen Workers (State) Award
- Crown Employees (Court Officers Attorney General's Department) Award
- Crown Employees (Education Employees Department of Attorney General and Justice - Corrective Services NSW) Award 2014
- Crown Employees (Safe Staffing Levels Department of Attorney General and Justice - Corrective Services NSW) Award
- Crown Employees (Security & General Services) Award 2012
- Crown Employees (Transferred Employees Compensation) Award
- Crown Employees (Transport Drivers) Award
- Crown Employees Wages Staff (Rates of Pay) Award 2011
- Transport Industry (State) Award
- Transport Industry - Redundancy (State) Award

In addition to the awards, the following agreements and determinations will also be supported:

- Adventure Facilitator, Oberon Correctional Centre - Department of Corrective Services Section 130 (1) Determination No. 955 of 2007
- Bandmaster, Department of Corrective Services, Determination No. 936 of 2004
- Cadet Conditions and Rates of Pay, Various Departments Determination No. 938 of 2004
- Casual Drug Counsellors - Department of Corrective Services Determination No. 935 of 2004
- Community Offender Support Program Centres, Department of Corrective Services Determination No. 960 of 2008
- Conditions of Service for Case Workers, Compulsory Drug Treatment Correctional Centre (ADTCC), Department of Corrective Services. Determination No. 968 of 2010
- Conditions of Service for Program Support Officers, Offender External Leave Program, Department of Corrective Services. Determination No. 966 of 2009
- Conditions of Service for Program Support Officers, Tabulam, Department of Corrective Services. Determination No. 964 of 2008
- Conditions of Service for Program Support Officers, Yetta Dhinnakkal Centre, Department of Corrective Services. Determination No. 969 of 2011
- Conditions of Service Team Leader and Bail Coordinator, Bail Assistance Line, Juvenile Justice, Department of Human Services. Determination No. 967 of 2010
- Co-ordinators and Directors Community Justice Centres, Department of the Attorney General Determination No. 808 of 1983
- Coordinator, Visual Arts, Long Bay Correctional Complex - Department of Corrective Services Determination No. 929 of 2002
- Guidance Officer, Department of Industrial Relations; Research Officers, Division of Vocational Guidance Services, Department of Industrial Relations, Department of Corrective Services, Department of Family and Community Services, Department of Health NSW; Research Officers (Non-Legally Qualified) Law Reform Commission, Department of Attorney General; Psychologists, Department of Health NSW, Department

of Corrective Services, Department of Family and Community Services; Research 7 Anthropologists, Department of Health NSW; Rehabilitation Counsellor Workers Compensation Commission Agreement No. 2405 of 1982; Amending Agreement No. 2520 of 1989

- Parole Officers, Department of Corrective Services Industrial Authority Determination
- Petty Sessions Officers - Local Courts Administration Determination No. 741 of 1982
- Psychologists, Community Offender Services, Department of Corrective Services Determination No. 958 of 2008
- Departmental Professional Officers Determination 866 of 1987
- Field Officers, Corrective Services NSW Determination No 02 of 2015

CHART OF ACCOUNTS

3.11 Customer will provide a single chart of accounts that will be applicable for all company codes to be set up under the Customer Contract.

REPORTING

3.12 Contractor will provide the following reporting capabilities:

- (a) SAP Standard Reports and Standard AESG reports from SAP on HANA ECC (ABAP reports) and SAP on HANA BW (BI reports).
- (b) AESG data structures in BW to Customer’s retained Business Objects reporting environment. Contractor is responsible for the provision of the data in the Contractor’s standard layouts. Customer will be responsible for any adjustments to the retained Business Objects environment as a result of changes in AESG provisioned data objects, definitions, and layouts.
- (c) Additional reports to the AESG standard reports are specified in Attachment 12-B (RICEFW Scope) to Schedule 12 (PIPP).

OVERVIEW OF DELIVERABLES

3.13 As part of the AESG Service and Transition In, Contractor will create (or has created) a range of AESG artefacts. A subset of these will be Deliverables for Customer.

3.14 The AESG artefacts are divided into two categories:

- (a) Deliverables: These are documents specifically created for Customer and will require Acceptance by Customer. These are as listed in the table below.
- (b) Work Products: These are the pre-built and pre-populated AESG artefacts that support the AESG Service Transition In. These documents have been created as internal documents and are used by Contractor to support the Transition In. To avoid doubt, Work Products are internal Contractor documents that enable Transition In and are not Deliverables.

3.15 The below table lists the Deliverables that Contractor will provide as well as the applicable Acceptance Criteria for each Deliverable and the Customer Authorised Representative who can accept the Deliverable. Not all Deliverables are relevant for every Wave and will be replicated as required in each Wave. In the table below, “Fit for Purpose” refers to fit for the purposes for which the Deliverable was created under this Customer Contract.

ID	Deliverable Name	Description	Acceptance Criteria	Approver
----	------------------	-------------	---------------------	----------

ID	Deliverable Name	Description	Acceptance Criteria	Approver
D1	Project Management Plan (PMP)	<p>Consistent with this Schedule 12 (PIPP) the PMP documents:</p> <ul style="list-style-type: none"> • The agreed scope • Schedule/work plan • Milestones • The project organisation • Risks and issue management approach • Scope change management approach • Quality management • Status reporting • Document management • Resource management <p>The PMP serves as the basis for execution across all stages of the program and projects. The schedule/work plan is updated throughout the Transition In.</p>	<ul style="list-style-type: none"> ✓ Remains consistent with Customer Contract ✓ Project scope is clearly identified ✓ Project work plan is embedded / attached ✓ Milestones are clearly indicated ✓ Risk and issue management process is documented ✓ Information in the PMP is correct and sufficient to commence the Service Onboarding ✓ Status reporting schedule and format described ✓ Resource plan included ✓ Document management process defined ✓ Fit for Purpose 	Customer project manager
D2	Business Process Design (BPD) for Adapt objects	<p>The BPD describes the steps of the business processes, the order in which they are performed, and the decisions that are made along the way. Only changes to existing AESG business process designs or new business process design documents are included in the Deliverable as part of:</p> <ul style="list-style-type: none"> • Personalisation (e.g. awards, organisational structures, release strategies) • Adapt objects (with configuration or RICEFW). 	<ul style="list-style-type: none"> ✓ The documented process meets the Customer's business requirements, and the requirements set out in this Customer Contract ✓ Information in the BPD document is correct and sufficient to commence build ✓ Fit for Purpose 	To be confirmed
D3	Customer taxonomy configuration design	<p>The Customer taxonomy configuration design document describes:</p> <ul style="list-style-type: none"> • Configuration settings required to create the required customer taxonomies in the AESG solution 	<ul style="list-style-type: none"> ✓ The documented solution meets the Customer's documented business requirements Information in the functional design 	Customer process lead

ID	Deliverable Name	Description	Acceptance Criteria	Approver
		<ul style="list-style-type: none"> The test considerations for the configuration Development components (RICEFW) associated with the configuration. 	<p>document is correct and sufficient to commence configuration build</p> <p>✓ Fit for Purpose</p>	
D4	Functional design for Adapt objects	<p>The functional design describes the solution that will be put in place to meet the requested functional requirements. Only changes to existing AESG functional designs or new functional design documents are included in the Deliverables as part of:</p> <ul style="list-style-type: none"> Personalisation (e.g. awards, organisational structures, release strategies) Adapt objects (with configuration or RICEFW) 	<p>✓ The documented solution meets the Customer's documented business requirements, and the requirements set out in this Customer Contract</p> <p>✓ Information in the functional design document is correct and sufficient to commence build</p> <p>✓ Fit for Purpose</p>	To be confirmed
D5	Test plan	<p>The test plan (for Acceptance Testing) will consist of:</p> <ul style="list-style-type: none"> Objective and scope of testing Test stages and activities per stage Test schedule Roles and responsibilities Entry and exit criteria that are objective and consistent with this Customer Contract Test defect handling <p>Test stages to include:</p> <ul style="list-style-type: none"> System/integration test Data mock conversion test User acceptance test System performance test End to end test Parallel payroll test Dress rehearsal <p>A test cycle control sheet describing</p> <ul style="list-style-type: none"> The test scripts in scope for testing When and by whom test scripts are executed 	<p>✓ Test scope is clearly identified</p> <p>✓ Test management tool is identified</p> <p>✓ Test methodology is documented</p> <p>✓ Acceptance test criteria are agreed (consistent with the Acceptance Criteria set out in this PIPP)</p> <p>✓ Test stages and roles and responsibilities per test stage are clear</p> <p>✓ Detailed test schedule is attached</p> <p>✓ Defect handling process is documented</p> <p>✓ Information in the test plan is correct and sufficient to commence the validation phase</p> <p>✓ Fit for Purpose</p>	Customer project manager

ID	Deliverable Name	Description	Acceptance Criteria	Approver
D6	Deleted			
D7	Technical Architecture Design	<p>The technical architecture design documents the following (Technical Architecture Design):</p> <ul style="list-style-type: none"> • Customer specific technical infrastructure scope • Integration and connectivity to Customer systems approach • Security and authorisations scope and approach • SAP Environment strategy scope and provisioning plan 	<p>The plan is prepared by the Contractor and reflects:</p> <ul style="list-style-type: none"> ✓ Scope and Customer requirements for the technical architecture of the AESG solution ✓ Requirements specified for Customer to setup and configure Active Directory Federation Services ✓ Roles and responsibilities for delivery of scope as required. ✓ Fit for Purpose 	Customer project manager
D8 D9 D10 D11 D13 D14 D15 D16 D26 D27	Test closure memo	<p>A report summarising the executed test and including the number of Defects identified in each test cycle and their causes, details on how particular Defects were resolved, the number of outstanding Defects, the priority level of the outstanding Defects, observation records and such other information as the parties agree relevant. The report includes any workarounds which are accepted by the Customer as the basis for the decision to cutover. A test closure memo (Deliverables D8, D9, D10, D11, D13, D14, D15, D16, D26 and D27) will be created for each of the following test stages:</p> <ul style="list-style-type: none"> • System/integration testing (D8) • Technical Architecture Technical test (D9) • Payroll Assembly test (D10) 	<ul style="list-style-type: none"> ✓ All executed tests are documented including their completion status and any outstanding Defects are documented ✓ Workarounds for outstanding Defects are clearly documented ✓ Zero Critical and High Severity Defects ✓ Medium Severity Defects have been accepted by the Customer, there is an accepted workaround and there is a resolution plan with times that has been agreed ✓ Low Severity Defects have been documented for further investigation ✓ Fit for Purpose 	Customer project manager

ID	Deliverable Name	Description	Acceptance Criteria	Approver
		<ul style="list-style-type: none"> • Parallel Payroll testing (D11) • System performance testing (D13) • End to end testing (D14) • Dress Rehearsal (D15) • User Acceptance testing (D16) • Adapt Objects Unit testing (D26) • SAP PO Testing (D27) 		
D17	Cutover plan	<p>The cutover plan details:</p> <ul style="list-style-type: none"> • The tasks necessary for the Customer to transition from their legacy/retained system(s) to the AESG Service • By whom and when each of the tasks needs to be executed • Dependencies between the cutover tasks 	<ul style="list-style-type: none"> ✓ All tasks in the cutover plan are clearly understood ✓ Cutover task owners are specified for each task ✓ Any dependencies are clearly documented ✓ Information in the cutover plan is correct and sufficient to commence the "Deploy" phase ✓ Schedule includes all Customer and Contractor tasks required to complete cutover activity ✓ Fit for Purpose 	Customer project manager
D18	Deployment plan	<p>The deployment plan describes readiness activities e.g. firewalls, access, GUI installation, portal, change and training etc.</p>	<ul style="list-style-type: none"> ✓ All tasks in the deployment plan are clearly articulated ✓ Deployment task owners are specified for each task ✓ Any dependencies are clearly documented ✓ Schedule includes all Customer and Contractor tasks required to complete deployment activity 	Customer project manager

ID	Deliverable Name	Description	Acceptance Criteria	Approver
			<ul style="list-style-type: none"> ✓ Fit for Purpose 	
D19	Consolidation Plan	The consolidation plan includes activities to move from the consolidation period to the business as usual state	<ul style="list-style-type: none"> ✓ Open Defects resolved or agreed workarounds are in place ✓ Ongoing governance arrangements in place ✓ Fit for Purpose 	Customer project manager
D20	Business Contingency Plan	Refer to Schedule 3 (Service Level Agreement)	<p>The plan is prepared by the Contractor and reflects:</p> <ul style="list-style-type: none"> ✓ The tasks, duration and sequence ✓ The testing schedule ✓ Roles and responsibilities for all parties for the execution of the Plan ✓ Compliance with relevant standards ✓ Any potential costs associated with disaster recovery ✓ A plan to overcome interruptions to the Customer's business caused by the Contractor ✓ Fit for Purpose 	Customer project manager
D21	Transition Out Plan	Refer to Attachment 3-6 (Transition Out Services) to Schedule 3 (Service Level Agreement)	<p>The plan is prepared by the Contractor and reflects:</p> <ul style="list-style-type: none"> ✓ The scope of activities to achieve transition of the Services to a new service provider (or back to the Customer) ✓ The sequence and timing of relevant activities ✓ The roles and responsibilities of the Customer and the Contractor ✓ Fit for Purpose 	Customer project manager

ID	Deliverable Name	Description	Acceptance Criteria	Approver
D22	Consolidation closure memo	<p>The consolidation closure memo documents the following:</p> <ul style="list-style-type: none"> Any additional agreed criteria, for determining that the AESG Service has completed the phase consistent with the Acceptance Criteria in this table. The explanation of any variance from the actual to target values. Description of any agreed remaining remediating actions that are required during ongoing Service delivery. Schedule 3 Service Level Agreement including Rebates and Performance Criteria, applies at the end of the Consolidation Period, whether or not the consolidation closure memo has been accepted. 	<p>For incidents raised during the period between go-live and the end of the stabilisation period:</p> <ul style="list-style-type: none"> ✓ All severity 1 and 2 incidents have been closed. ✓ Actions to resolve open severity 3 and 4 are agreed documented and prioritised. ✓ Fit for Purpose 	Customer project manager
D23	Training closure memo	<p>The training closure memo documents the following:</p> <ul style="list-style-type: none"> Training needs analysis Training materials Training sessions 	<p>The Deliverables are provided by the Contractor and include:</p> <ul style="list-style-type: none"> ✓ Training plan ✓ Delivery of train the trainer ✓ Updated materials as appropriate (D2 and D4) ✓ Fit for Purpose 	Customer project manager
D24	System deployed Closure memo	<p>The system deployed closure memo documents the following:</p> <ul style="list-style-type: none"> Migration complete Service available for production use 	The system has been cutover.	Customer project manager
D25	Software as a Service	As detailed in Schedule 3 (Service Level Agreement).	As detailed in Schedule 3 (Service Level Agreement)	To be confirmed

MILESTONES

Milestones, estimated dates and associated Deliverables have been identified below, by Wave.

WAVE: 1.1 - HR POC Extend

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

WAVE: 1.2 - Core Finance

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

WAVE: 3.2 – Corrective Services Non-rostered staff and Independent Agencies

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

WAVE: X – Corrective Services rostered staff

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

No.	Transition In Milestone Description	Date	Deliverable ID	Associated Deliverables
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

OTHER TRANSITION IN SERVICES

Organisational Change Management

3.16 As part of the Transition In Services the Contractor is responsible for:

- (a) conducting a training needs analysis;
- (b) providing training materials associated with the “in scope” processes; and
- (c) performing train-the-trainer sessions.

- 3.17** The following organisational change management activities are not part of the standard AESG Service but the Contractor has agreed to provide these services for the Customer as part of these Transition In Services as Additional Services if required::
- (a) change analysis and planning;
 - (b) communication and engagement;
 - (c) organisational alignment;
 - (d) leadership commitment;
 - (e) change adoption management; and
 - (f) training delivery to Permitted Users.
- 3.18** Pricing of the organizational change management will be on a time and materials basis using the Rate Card, except to the extent it is included in the AESG Service.
- 3.19** Any additional services or deliverables that may be required by the Customer would be subject to the procedure in Schedule 4 (Variation Procedures).

Enterprise Asset Management

- 3.20** The Customer specific requirements for enterprise asset management is not specified. The Contractor is in progress in developing enterprise asset management capability in AESG. The AESG Catalogue includes a line item for the delivery of enterprise asset management and this can be consumed as an Additional Service. Pricing for enterprise asset management will be on a time and materials basis using the Rate Card and agreed in accordance with the procedure in Schedule 4 (Variation Procedures).

Master Data Management

- 3.21** The Customer specific requirements for master data management is not specified. Master data management is not yet available in AESG, but the Contractor will prioritise the associated product development in order to make this available on the AESG Catalogue as an Additional Service if required to do so. Pricing for the master data management will be on a time and materials basis using the Rate Card and agreed in accordance with the procedure in Schedule 4 (Variation Procedures)

Workplace Health and Safety Management

- 3.22** The Customer specific requirements for workplace health and safety management is not specified. Workplace health and safety management is not yet available in AESG, but the Contractor will prioritise the associated product development in order to make this available on the AESG Catalogue as an Additional Service if required to do so. Pricing for the workplace health and safety management will be on a time and materials basis using the Rate Card and agreed in accordance with the procedure in Schedule 4 (Variation Procedures)

Rostered Staff (Corrective Services)

- 3.23** The timing and scope of the release for Corrective Services Rostered Staff is dependent on the implementation of a new rostering solution. The pricing provided for this wave is indicative based on the assumptions below. Should these change, the change will be managed via the Variation Procedure. Assumptions:
- (a) No new functionality in core functions of the Services (Finance, Purchasing, Budgeting, Reporting and HR), except the additional awards.

- (b) The Services built and rolled-out to other agencies in Wave 3 will be rolled-out to Corrective Services Rostered Staff.
- (c) A total of 22 RICEFW objects (11 Enhancements, 10 Interfaces & 1 Workflow) are estimated for the integration to the to-be deployed rostering solution.
- (d) 10 of the above mentioned 22 RICEFW Objects are expected to be existing AESG objects and 12 are expected to be custom developed (medium-high complexity) for this purpose.
- (e) There will be a single wave with a go live on or before February 2017

OTHER SERVICES

- 3.24** Other services to be provided under this contract are detailed in Schedule 3 (Service Level Agreement).
- 3.25** Additional Services as detailed in the AESG Catalogue may be purchased by the Customer.

CONTRACT PERIOD

- 3.26** The Contract Period is as specified in item 10 of the General Order Form.

CONTRACT SPECIFICATIONS

- 3.27** The Contract Specifications are as specified in item 13 of the General Order Form.

ASSUMPTIONS

- 3.28** The assumptions are as included in Attachment 12-C (Assumptions) to Schedule 12 (PIPP).

4. Implementation / Transition In

METHODOLOGY

- 4.1** The Contractor applies the methodology described in this section for Transition In of Tenants to the AESG Service. The Contractor will follow the methodology set out in the diagram below when performing the Transition In Services.



4.2 The Transition In Services comprise the following phases:

- (a) Solution Adoption;
- (b) Tenant Setup;
- (c) Validate;
- (d) Deploy;
- (e) Program and Project Management;
- (f) Technical Architecture; and
- (g) Data Migration,

together with such other services and tasks which are required to achieve Transition In of the Software as a Service Services to the Contractor.

4.3 The Customer is responsible for the execution of the activities identified as 'Customer responsibilities' in Attachment 12-D (Data Conversion Roles and Responsibilities) to Schedule 12 (PIPP).

4.4 The sections below describe each of the Transition In Services, including the roles and responsibilities of Contractor and Customer.

Solution Adoption

4.5 [Redacted text block]

4.6 [Redacted text]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]

Tenant Setup

- 4.7 [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.8 [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Validate

- 4.9 [REDACTED];
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[Redacted text block]

4.10 General principles

[Redacted text block]

4.11

[Redacted text block]

4.12 Unit testing

[Redacted text block]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.13 System / integration test

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.14 Assembly test

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.15 Parallel Payroll test

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.16 Data mock conversion testing

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]

4.17 User Acceptance Test

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

4.18 Technical Architecture technical tests

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]

4.19 System performance test

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.20 End to end test

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

Deploy

4.21 [REDACTED]

[REDACTED]

4.22

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Program and Project Management

4.23 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.24 Project management roles and responsibilities:

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.25 Risk management processes:

[REDACTED]

[REDACTED]

[Redacted text block]

4.26 Issues Management Processes

[Redacted text block]

[Redacted text block]

Technical Architecture

4.27 [Redacted text block]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.28 Roles and responsibilities:

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Data Migration

4.29

[Redacted]

[Redacted]

4.30

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

4.32

[Redacted]

4.33

[Redacted]

4.34

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

C	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
E	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]

DATA CONVERSION ROLES AND RESPONSIBILITIES

4.35 The roles and responsibilities for data conversion are described in Attachment 12-D (Data Conversion Roles and Responsibilities) to Schedule 12 (PIPP). The Data Conversion Plan will be a Customer Responsibility as detailed in Attachment 12-D (Data Conversion Roles and Responsibilities).

DELIVERY

4.36 As per item 12 of the General Order Form.

5. Variation Processes

5.1 Variations to the scope of the AESG Service will be managed using the provisions described in Schedule 4 (Variation Procedures).

5.2 Additional more detailed process descriptions with respect to submission and approval of Change Requests will be documented and agreed in the PMP as required.

6. Customer Supplied Items

6.1 Customer Supplied Items are specified in item 22 of the General Order Form.

7. Specified Personnel

7.1 The Contractor will provide the Specified Personnel as specified in item 27 of the General Order Form.

7.2 The Contractor will provide the following roles in the team undertaking Transition In Services:

Role	Role description and responsibilities	Full time/ Part time
Project Director (undertaken by Client Account Lead)	<p><u>Role description</u></p> <p>The project director is the single point of contact for the customer project director on all aspects of the AESG Service delivery.</p> <p><u>Overall responsibilities</u></p> <ul style="list-style-type: none"> Engage with the Customer to agree on the scope, delivery and commercial aspects of the AESG Service. Provide a point of escalation for issues raised during AESG service delivery. Work with the Customer management team to mitigate risks or resolve issues related to the AESG service delivery. 	Part time

Role	Role description and responsibilities	Full time/ Part time
	<ul style="list-style-type: none"> Facilitate engagement with the AESG Global or AESG ANZ teams are required. 	
QA Director	<p><u>Role description</u></p> <p>The QA director role is to provide a view on the quality of delivery of Onboarding services to the Onboarding team, both Contractor and Customer.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> Reviewing the adherence of the Onboarding project delivery to the documented QA standards. Providing feedback and guidance to the Onboarding project on overall delivery quality. Providing support and guidance to mitigate risks or resolve issues related to the Onboarding project delivery. 	Part time
Delivery Lead	<p><u>Role description</u></p> <p>The role of the Delivery Lead is to manage the overall delivery of Transition-in.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> 10 plus years of experience in SAP projects Multiple full project life cycle experiences (greenfield and roll outs) Public Sector project experience in a Customer-facing role Proven expertise in project delivery with multi-location, multi-vendor teams Experience in managing and leading teams and in other project management activities, including status reporting <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> Document and manage the activities on the project plan. Manage Contractor Personnel for the project. Manage the budget and commercial aspects of the project. Manage risks, issues and escalation processes. Manage Deliverable sign off. Provide reporting of status against plan to stakeholders. Manage escalations to project director. 	Full time
Functional Lead	<p><u>Role Description</u></p> <p>The role of the Functional Lead is to bring SAP functional domain knowledge as well as team leadership skills to the project to deliver a defined functional scope within the AESG solution.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> 7 plus years of experience in multiple end-to-end SAP projects 	Full time

Role	Role description and responsibilities	Full time/ Part time
	<ul style="list-style-type: none"> • Detailed knowledge and experience in relevant SAP modules and the business processes • Good understanding of system and process integration • Excellent documentation and communication skills • Experience in managing and leading teams and in other project management activities, including status reporting <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Manage team members and SMEs for their functional area to deliver the defined scope to the project plan. • Organise and participate in process selections and fit assessment workshops. • Coordinate the update of AESG artefacts with Customer specific Taxonomy values. • Coordinate the completion of functional designs for Customer specific Adapt components. • Provide SAP functional input into tenant setup activities(as that phase is defined above) • Provide resources and knowledge to support the testing phases with input into test cases and scripts, resources for test execution and defects resolution. • Provide resources and knowledge to support deployment and cutover activities. • Provide support for role mapping and security design. • Provide resources and knowledge support to the Training Lead with training delivery to the Customer trainers. • Conduct mock conversion data review for the assigned functional area(s). 	
<p>Technical Architecture Lead</p>	<p><u>Role Description</u></p> <p>The role of the Technical Architecture Lead is to bring SAP technical domain knowledge as well as team leadership skills to the project to deliver the defined technical scope within the AESG solution.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> • 10 plus years of experience in SAP implementation projects including Public Sector • Expertise in Infrastructure design and management • Experience with as-a-Service model • Technical and functional experience in SAP • Experience in managing and leading teams and in other project management activities, including status reporting <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Manage team members and SMEs of the technical architecture 	<p>Full time</p>

Role	Role description and responsibilities	Full time/ Part time
	<p>team to deliver the defined scope to the project plan.</p> <ul style="list-style-type: none"> • Organise and Participate in technical architecture design workshops. • Coordinate the update of AESG artefacts with tenant specific technical requirements. • Coordinate the completion of functional designs for Customer specific Adapt components. • Provide SAP technical input into tenant setup activities • Provide support the testing phases with input into test cases and scripts, resources for test execution and defects resolution. • Provide resources and knowledge to support deployment and cutover activities. • Provide resources and knowledge support to the training lead with training delivery to the Super Users. 	
Development Coordinator	<p><u>Role Description</u></p> <p>The role of the Development Coordinator is to bring SAP Development domain knowledge as well as team leadership skills to the project to deliver the defined Development scope within the AESG solution.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> • 7 plus years of experience in multiple SAP projects • Working knowledge of the various SAP modules • Experience in gathering and documenting RICEFW requirements • Ability to coordinate the development effort with the Technical team <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Manage team members and SMEs of the Development team to deliver the defined scope against the project plan. • Coordinate the completion of technical designs for Customer specific Adapt components. • Coordinate the completion of the build of the Customer adapt components • Manage the quality of the adapt components through test phases • Provide support for the testing phases with input into test cases and scripts, resources for test execution and defects resolution. • Provide resources and knowledge to support deployment and cutover activities. • Provide resources and knowledge support to the training lead with training delivery to the Super Users. 	Full time
Test Lead	<p><u>Role Description</u></p> <p>The role of the Test Lead is to bring SAP testing domain knowledge as well as team leadership skills to the project to deliver the defined testing scope within the AESG solution.</p>	Full time

Role	Role description and responsibilities	Full time/ Part time
	<p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> • 7 plus years of experience in multiple end-to-end SAP projects • Experience of planning, managing and delivering multiple test phases • Experience of using test management tools • Good understanding of system and process integration • Excellent documentation and communication skills • Experience in managing and leading teams and in other project management activities, including status reporting <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Manage team members of the Test team to deliver the defined scope against the project plan • Create and manage the Test Plan • Review test scripts and test conditions • Oversee the execution of Integration Testing and User Acceptance testing • Report status to project management • Coordinate flow, quality, and timely submission of team deliverables <p>Delivers the application test closure memos for review and approval (Adapt objects Unit Testing, Payroll Assembly Test, Parallel Payroll Test, System/ Integration Test, User Acceptance Test, End-to-End Test, SAP POaas Test)</p>	
<p>Solution Lead/ Deployment Lead</p>	<p><u>Role description</u></p> <p>The role of the Solution Lead/ Deployment lead is to manage the scope and integration of the Finance, HR/ Payroll, Procurement and Reporting and Analytics areas across solution components (SAP and non-SAP integration).</p> <p>This role is also responsible for managing the deployment of the solution to the production AESG environment.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> • 10 plus years of experience in multiple end-to-end SAP projects • Experience across multiple projects in developing integrated SAP system solutions including integration to other systems • Experience of analysing and managing project scope including costing change requests as required • <u>Experience of planning and delivering a cutover plan</u> • Excellent documentation and communication skills • Experience in managing and leading teams and in other project management activities, including status reporting 	<p>Full time</p>

Role	Role description and responsibilities	Full time/ Part time
	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Scheduling of work and supervision of related tasks for relevant functional design teams • Provides process insight and guidance to Functional Leads and counterparts • Create a high-level design of application architecture • Works with the different functional teams to help create an integrated design • Assists the different functional teams to create an integrated data model • Monitors key dependencies between the different work streams and highlights any issues early to the Project Manager • Oversee the creation of complete and accurate documentation for team's work based on current documentation standards • Manages the development of the Deployment Plan and the Cutover Plan • Obtains review and approval of the Deployment Plan and Cutover plan • Manages the execution of the activities on the Cutover Plan during the dress rehearsal and actual cut-over • Delivers the Dress Rehearsal test closure memo for review and approval <p>Delivers the System Deployed closure memo for review and approval</p>	
Training Lead	<p><u>Role Description</u></p> <p>The role of the Training Lead is to bring SAP training knowledge as well as team leadership skills to the project to deliver a defined training scope within the AESG solution.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> • 7 plus years of experience in SAP projects • Experience in identifying the training content and coordinating content development • Proven expertise in planning and delivering training to customer resources • Experience in managing and leading teams and in other project management activities, including status reporting <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Manage team members and SMEs in the training team to deliver the defined scope to the project plan. • Plan and execute the train-the-trainer training sessions. • Engage with the Customer change management team where appropriate. 	Part time

Role	Role description and responsibilities	Full time/ Part time
Consultant/ Analyst	<p><u>Role Description</u></p> <p>The role of the Consultant/Analyst is to bring domain knowledge (across functional, technical, development and change management) and delivery skills to deliver components of the AESG solution scope.</p> <p><u>Capability and Experience Requirements</u></p> <ul style="list-style-type: none"> • Experience in end-to-end SAP projects • Detailed knowledge and experience in assigned area of work (e.g. SAP GL, AP / AR) • Understanding of system integration • Excellent documentation and communication skills <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Update/ produce project Deliverables/ work products according to the project scope and defined quality. • Participate in Deliverable/ work product reviews. • Execute and assist with the completion of testing activities. • Execute and assist with the completion of data migration/conversion activities. • Raise risks and issues with the appropriate functional or technical lead. 	Full time

8. Customer Personnel

- 8.1 The Customer will provide representatives with appropriate delegated authority to be members of the Onboarding steering committee to ensure that the steering committee can provide overall guidance and decision making on Transition In activities. The Contractor will have representation on the steering committee.
- 8.2 The Customer will provide a dedicated project manager for Transition In who will work together with the Contractor delivery lead to manage the overall program and be a single point of contact for decisions and communications with respect to the Transition In services and deliverables.
- 8.3 In addition, the Customer is expected to provide subject matter expertise in the relevant capability areas. Further details of the required roles are included in the table below.

Notes on the table below:

- Multiple resources:
 - Where an individual Customer personnel resource is required these have been identified as "Single".
 - Where "Multiple" is stated, it is assumed that multiple individual Customer personnel may be required to cover the required scope of a particular functional or technical area of the solution.
- Part time / full time:
 - Full-time refers to Customer personnel that are required full-time for the duration of Onboarding/Transition In.

- Part time refers to personnel that are not necessarily required full-time for the duration of Onboarding/Transition In however may be required full-time for particular phases of activity during Onboarding (e.g. user acceptance testing).
- For part time resources a range of a percentage of involvement (averaged over the duration of the Onboarding/Transition In phase) is given as an indication of the required effort (100% is equivalent to a full time resource).
- Onboarding/Transition In phase
 - The Onboarding/Transition In phase refers to the phases of work as defined in section 4 of this Schedule 12.

Customer Personnel Resource	Role Description	Full time/ Part time	Onboarding /Transition In phase involvement
SAP ERP SaaS Program Working Party	<ul style="list-style-type: none"> ● Provide overall guidance and decision making on onboarding activities. 	Part time (10% - 20%)	Duration of Onboarding
Data Migration Lead	<ul style="list-style-type: none"> ● Responsible for the creation of the Data Conversion Plan ● Responsible for planning and managing the activities associated with extracting, transforming and loading data into the AESG SAP environments for the required test cycles and for actual cutover ● Use data load and validation results to create the Data Mock Conversion Test closure memo. 	Full time	Duration of Onboarding
Project Manager (single)	<ul style="list-style-type: none"> ● Work together with the Contractor delivery lead to manage the overall program and be a single point of contact for decisions and communications with respect to Transitioning In the Customer. 	Full time	Duration of Onboarding
Functional Leads (Multiple – 5)	<ul style="list-style-type: none"> ● 1 fulltime Lead each for Finance, Payroll, HR, Testing and Data. ● Work together with the Contractor Leads to manage the delivery of the solution. ● Manage engagement with business SMEs and other Customer representatives that are required to support the Transition In activities ● Review and approve deliverables 	Full time	Duration of Onboarding
Trainers (Multiple)	<ul style="list-style-type: none"> ● Receive train the trainer training (as delivered by the Contractor) ● Deliver training to end-users 	Full-time during Deploy	<ul style="list-style-type: none"> ● Deploy
Business SME: Technical Infrastructure (Single)	<ul style="list-style-type: none"> ● Support scoping of technical infrastructure components specific to the Customer (Solution Adoption) ● Support design and build of Customer specific technical infrastructure components (Tenant Set-up) ● Support testing and deployment of Customer specific technical infrastructure components (Validate and 	Full time	<ul style="list-style-type: none"> ● Solution Adoption ● Tenant Set-up ● Data Migration ● Validate ● Deploy

Customer Personnel Resource	Role Description	Full time/ Part time	Onboarding /Transition In phase involvement
	Deploy)		
Business Analysts (Multiple – 3)	<ul style="list-style-type: none"> Support the Functional Teams 	Full time	Duration of Onboarding
Business SME: Process (multiple)	<ul style="list-style-type: none"> Provide input into confirming the scope (process and development) of the solution and identify gaps in the AESG solution (Solution Adoption) Provide input and review solution related design documents (Tenant Setup) Provide input and review scope and test results of system/integration test scenarios and parallel payroll scenarios (Validate) Participate in user acceptance testing to execute test scripts, record results and defects (Validate) Validate data loaded during mock conversion (Validate) Validate data loaded during actual cutover (Deploy) 	Part time (25% - 100%)	<ul style="list-style-type: none"> Solution Adoption Tenant Setup Validate Deploy
Business SME: Data (multiple)	<ul style="list-style-type: none"> Provide data from legacy/retained systems (extracted and transformed to AESG requirements) to support all testing phases including payroll assembly testing, system/integration testing, mock conversion, parallel payroll test and User Acceptance Testing(Validate) Provide data from legacy/retained systems (extracted and transformed to AESG requirements) to support actual cutover (Deploy) 	Part time (25% to 50%)	<ul style="list-style-type: none"> Solution Adoption Tenant Set-up Data Migration Validate Deploy
Business SME: Integration	<ul style="list-style-type: none"> Support scoping of integration components (Solution Adoption) Support design of Adapt interfaces (Tenant set-up) Support testing of interfaces (during System/Integration Test and End to End test between AESG and Customer retained estate or external systems (Validate) Support cutover of interfaces to AESG solution (Deploy) 	Part time (25% to 50%)	<ul style="list-style-type: none"> Solution Adoption Tenant Set-up Validate Deploy

9. Customer Assistance

9.1 The Contractor requires Customer to provide the assistance as specified in section 8 above, in Item 22 of the General Order Form and as listed in the assumptions included at Attachment 12-C (Assumptions) to Schedule 12 (PIPP).

10. Subcontractors

10.1 The Contractor will deliver the Services using the following two third party Subcontractors.

10.2 NTT to provide Services related to infrastructure and hosting:

NTT Com ICT Solutions (Australia) Pty Ltd (ABN 61 059 040 998)

Level 19, 321 Kent Street

Sydney

NSW 2000

10.3 EPI-USE to provide Services related to Payroll:

EPI-USE Australia Pty Ltd (ABN 74 126 123 108)

Level 15, 61 Lavender St,

Milsons Point

NSW 2061

10.4 The Contractor will also deliver Services through its related companies. The following legal entities should be listed as subcontractors to Accenture Australia Holdings Pty Ltd as they may be used for AESG ongoing service delivery:

(a) India (Bangalore, Pune, Gurgaon): Accenture Services Pvt. Ltd

(b) The entities set out in the following table:

Entity	Country	Entity	Country	Entity	Country
Accenture PLC	Ireland	Accenture BPM Operations Support Services S.A.	Greece	Accenture Services (South Africa) Pty Ltd	South Africa
Sistemas Consulting S.L.	Andorra	Accenture Co Ltd	Hong Kong SAR	Accenture Technology Solutions Pty Ltd	South Africa
Accenture SRL	Argentina	Accenture Technology Solutions (HK) Co. Ltd.	Hong Kong SAR	Accenture Africa Pty Ltd	South Africa
Accenture Service Centre SRL	Argentina	Avanade Hong Kong Ltd	Hong Kong SAR	Accenture Technology Infrastructure Services Pty Ltd	South Africa
Procurian Argentina SRL	Argentina	Procurian (Hong Kong) Limited	Hong Kong	Avanade South Africa	South Africa
Accenture Australia Pty Ltd	Australia	Accenture Hungary Holdings Korlátolt Felelősségű Társaság	Hungary	Accenture Yuhan Hoesa (also known as Accenture Ltd)	South Korea
Accenture Australia Holdings Pty Ltd	Australia	Accenture Industrial Software Solutions Korlátolt Felelősségű Társaság	Hungary	Accenture Technology Solutions Ltd	South Korea
Avanade Australia Pty Ltd	Australia	Accenture Tanacsado Korlatolt Felelossegu Tarsasag KFT (also known as Accenture KFT)	Hungary	Accenture S.L.	Spain
CTRE Pty Ltd	Australia	Accenture Services Private Ltd	India	Accenture Outsourcing Services, S.A.	Spain

Entity	Country	Entity	Country	Entity	Country
Change Track Research Pty Ltd	Australia	Zenta Private Limited	India	Accenture Holdings (Iberia) S.L.	Spain
Procurian Australia Pty Limited	Australia	Peninsula Capital Services Private Limited	India	Coritel S.A.	Spain
Accenture GmbH	Austria	Procurian India Private Limited	India	Alnova Technologies Corporation S.L.	Spain
Accenture Technology Solutions GmbH	Austria	P.T. Accenture	Indonesia	Avanade Spain SL	Spain
Accenture BPM SCRL	Belgium	Accenture	Ireland	CustomerWorks Europe SL	Spain
Accenture S.A.\.N.V.	Belgium	Accenture Global Services Ltd	Ireland	Energuiaweb SL	Spain
Accenture Technology Ventures S.P.R.L.	Belgium	Accenture Defined Benefit Pension Plan Trustees Ltd.	Ireland	Fjord Spain SLU	Spain
Avanade Belgium SPRL	Belgium	Accenture Defined Contribution Pension Plan Trustees Ltd.	Ireland	Procurian Spain, S.L.	Spain
Blue Insurance Ltd	Bermuda	Accenture Newco Limited	Ireland	Accenture Lanka (Private) Ltd	Sri Lanka
Accenture Technology, Consulting and Outsourcing S.A.	Bolivia	Accenture IOM 1 Company Limited	Isle of Man	Accenture AB	Sweden
Accenture (Botswana) (PTY) Ltd	Botswana	Accenture IOM 2 Company Limited	Isle of Man	Accenture Services AB	Sweden
Accenture do Brasil Ltda	Brazil	Accenture Ltd	Israel	Avanade Sweden AB	Sweden
Accenture Servicos de Suporte de Negocios Ltda	Brazil	Accenture SpA	Italy	Service Design Sweden AB	Sweden
Accenture Servicos Administrativos Ltda	Brazil	Accenture Technology Solutions SRL	Italy	Accenture AG	Switzerland
BPO Servicos Administrativos Ltda	Brazil	Accenture Outsourcing SRL	Italy	Accenture Holding GmbH	Switzerland
Avanade do Brasil Ltda	Brazil	Accenture Insurance Services SpA	Italy	Accenture Global Services GmbH	Switzerland
Fjordnet Brasil Desenho Digital Ltda	Brazil	Accenture Finance and Accounting BPO Services SpA	Italy	Accenture Finance GmbH	Switzerland
Procurian Brasil Servicos de Contratacao de Suprimentos Ltda	Brazil	Accenture HR Services SpA	Italy	Accenture Finance II GmbH	Switzerland
Accenture Canada Holdings Inc.	Canada	Avanade Italy SRL	Italy	Avanade Schweiz GmbH	Switzerland
Accenture Inc	Canada	i4C Analytics S.r.l.	Italy	Accenture Services AG	Switzerland
Accenture Business Services of British Columbia Limited Partnership	Canada	Accenture Japan Ltd	Japan	Procurian Switzerland GmbH	Switzerland
Accenture Business Services for Utilities Inc	Canada	Avanade Japan KK	Japan	Accenture Co Ltd	Taiwan
Accenture Nova Scotia Unlimited Liability Co.	Canada	Procurian Japan G.K.	Japan	Accenture Co Ltd.	Thailand
Avanade Canada Inc.	Canada	Renacentis IT Services, Co. Ltd	Japan	Accenture Solutions Co Ltd	Thailand
PCO Innovation Canada Inc.	Canada	Accenture East Africa Ltd	Kenya	Avanade (Thailand) Co Ltd	Thailand
Acquity Group Limited	Cayman Islands	Accenture Sarl	Luxembourg	AGS Business and Technology Services Limited	Trinidad and Tobago
2020 GlobalGrowth Equities Limited	Cayman Islands	Accenture S.C.A.	Luxembourg	Accenture Danismanlik Limited Sirketi	Turkey

Entity	Country	Entity	Country	Entity	Country
Accenture Chile Asesorías y Servicios Ltda	Chile	Accenture International Sarl	Luxembourg	Accenture BPM is Yonetimi Limited Sirketi	Turkey
Neo Metrics Chile, S.A.	Chile	Accenture International Capital SCA	Luxembourg	Accenture Industrial Software Limited Liability Company	Turkey
Accenture (China) Co Ltd	China	Accenture Sdn. Bhd.	Malaysia	Fjordnet Reklam, Pazarlama ve İletişim Hizmetleri Ltd. Sti	Turkey
Accenture Technology Solutions (Dalian) Co Ltd	China	Accenture Technology Solutions Sdn. Bhd.	Malaysia	Accenture (UK) Ltd	United Kingdom
Qi Jie Beijing Information Technologies Co Ltd	China	Accenture Solutions Sdn Bhd	Malaysia	Avanade UK Ltd	United Kingdom
Accenture (Beijing) Mobile Technology Co Ltd	China	Avanade Malaysia Sdn Bhd	Malaysia	Avanade Europe Holdings Ltd	United Kingdom
Avanade Guangzhou	China	Accenture Services (Mauritius) Ltd	Mauritius	Avanade Europe Services Ltd	United Kingdom
Avanade GZ Computer Technology Development Co. Ltd. (SH)	China	Accenture S.C.	Mexico	Accenture Services Ltd	United Kingdom
ICG Commerce (Shenzhen) Co., Ltd.	China	Operaciones Accenture S.A. de C.V.	Mexico	Accenture Post-Trade Processing Limited	United Kingdom
Accenture Ltda	Colombia	Accenture Technology Solutions S.A.de C.V.	Mexico	Accenture Properties	United Kingdom
Accenture S.R.L.	Costa Rica	Servicios Tecnicos de Programacion Accenture S.C.	Mexico	Fjordnet Limited	United Kingdom
Accenture Services S.R.L.	Costa Rica	Accenture Services Morocco SA	Morocco	Fjord (OSH) Limited	United Kingdom
Accenture Services s.r.o	Czech Republic	Accenture Maghreb S.a.r.l.	Morocco	Fjord Network Limited	United Kingdom
Accenture Technology Solutions s.r.o.	Czech Republic	Accenture Mozambique Limitada	Mozambique	Procurian UK Limited	United Kingdom
Procurian Czech Republic s.r.o	Czech Republic	Accenture Holdings B.V.	Netherlands	PureApps Limited	United Kingdom
Accenture A/S	Denmark	Accenture Branch Holdings B.V.	Netherlands	Accenture LLP	United States
Avanade Denmark ApS	Denmark	Accenture Middle East B.V.	Netherlands	Accenture Inc	United States
ENMAX Technology-Ecuador S.A.	Ecuador	Accenture Central Europe B.V.	Netherlands	Accenture LLC	United States
Accenture Egypt LLC	Egypt	Accenture Australia Holding B.V.	Netherlands	Accenture Capital Inc	United States
Accenture Oy	Finland	Accenture Korea BV	Netherlands	Accenture Sub Inc	United States
Accenture Technology Solutions Oy	Finland	Accenture Technology Ventures BV	Netherlands	Avanade Inc	United States
Accenture Services Oy	Finland	Accenture Participations BV	Netherlands	Avanade International Corporation	United States
Avanade Finland Oy	Finland	Accenture Minority I BV	Netherlands	Avanade Holdings LLC	United States
Fjord Oy	Finland	Accenture BV	Netherlands	Maple Insurance Inc	United States
Accenture SAS	France	Avanade Netherlands BV	Netherlands	Navitaire LLC	United States

Entity	Country	Entity	Country	Entity	Country
Accenture Technology Solutions SAS	France	Partners Technology Mexico Holdings BV	Netherlands	Navitaire International LLC	United States
InVita SAS	France	Accenture Equity Finance BV	Netherlands	Proquire LLC	United States
Avanade SAS	France	PureApps Benelux B.V.	Netherlands	Accenture Federal Services LLC	United States
Accenture Investment Processing Services SAS	France	Accenture NZ Limited	New Zealand	Accenture Insurance Services LLC	United States
Accenture Holdings France SAS	France	Accenture Ltd	Nigeria	Zenta Mortgage Services LLC	United States
Accenture Insurance Services SAS	France	Accenture AS	Norway	Zenta Recoveries Inc	United States
Accenture Post-Trade Processing SAS	France	Avanade Norway AS	Norway	Zenta US Holdings Inc.	United States
Digiplug SAS	France	Accenture Services AS	Norway	Accenture Puerto Rico LLC	United States
Fjord France SARL	France	Accenture Panama Inc	Panama	BABCN LLC	United States
PCO Innovation EURL	France	Accenture Inc	Philippines	Accenture 2 LLC	United States
PCO Innovation France SAS	France	Accenture Healthcare Processing Inc.	Philippines	Computer Research and Telecommunications LLC	United States
Accenture GmbH	Germany	Zenta Global Philippines, Inc.	Philippines	Avanade Fed Services LLC	United States
Accenture Management GmbH	Germany	Accenture Sp. z.o.o.	Poland	Fjord LLC	United States
Accenture Holding GmbH & Co. KG	Germany	Accenture Services Sp. z.o.o.	Poland	ASM Research LLC	United States
Accenture Dienstleistungen GmbH	Germany	Accenture Consultores de Gestao S.A.	Portugal	ENKITEC LLC	United States
Accenture Services GmbH	Germany	Accenture Technology Solutions - Solucoes Informaticas Integrados, S.A.	Portugal	Procurian International I LLC	United States
Accenture Technology Solutions GmbH	Germany	Accenture Services S.r.l.	Romania	Procurian International II LLC	United States
Accenture Services für Kreditinstitute GmbH	Germany	Accenture Industrial Software Solutions SA	Romania	Procurian LLC	United States
Avanade Deutschland GmbH	Germany	Accenture Managed Services SRL	Romania	Procurian USA LLC	United States
Accenture CAS GmbH	Germany	Accenture OOO	Russia	Radiant Services, LLC	United States
Fjord GmbH	Germany	Accenture Saudi Arabia Limited	Saudi Arabia	Utilities Analyses LLC	United States
ClientHouse GmbH	Germany	Accenture Pte Ltd	Singapore	Accenture Uruguay SRL	Uruguay
PCO Innovation GmbH	Germany	Avanade Asia Pte Ltd	Singapore	Accenture C.A.	Venezuela
Procurian Germany GmbH	Germany	NewsPage Pte Ltd	Singapore	Accenture Vietnam Co., LTD	Vietnam
Accenture Ghana Limited	Ghana	Procurian Singapore Pte. Ltd.	Singapore	Accenture Zambia Limited	Zambia

Entity	Country	Entity	Country	Entity	Country
Accenture Finance (Gibraltar) III Ltd	Gibraltar	Accenture s.r.o.	Slovak Republic		
Accenture Minority III Ltd	Gibraltar	Accenture Services s.r.o.	Slovak Republic		
Accenture plc	Gibraltar	Accenture Technology Solutions—Slovakia s.r.o.	Slovak Republic		
Accenture S.A.	Greece	Accenture (South Africa) Pty Ltd	South Africa		

- (c) The Customer consents to the use of these subcontractors for the purposes of clause 8.14 of the Customer Contract and will not withdraw this consent for the duration of this Customer Contract (subject to the Customer's rights under clause 8.15 of the Customer Contract).

11. Acceptance Testing

- 11.1** During the provision of the Transition In Services, the Contractor and the Customer will execute Acceptance Testing to validate the AESG Services in the test stages defined in sections 4.9 to 4.20 of this Schedule 12.
- 11.2** The test plans will be developed by the Contractor and approved by the Customer.
- 11.3** The AESG Service will be tested as detailed in the accepted test plan. The acceptance criteria will be based on the AESG Service meeting the Contract Specifications and the Service Definition.
- 11.4** The Contractor will provide test scripts for the AESG processes and RICEFW in scope (as described in Attachments 12-A (Functional Scope) and 12-B (RICEFW Scope) to Schedule 12 (PIPP)).

Each test script will contain the following detail:

- (a) TCER (Testing Conditions and Expected Results)

Test conditions define the tests to be performed and link back to the requirements relate to the process that is subject to testing. The TCER gives an overview of test conditions, test steps and expected results

- (b) Scenario summary

The scenario summary will contain an overview of all of the individual test scripts related to the process that is being tested.

- (c) Test script(s)

A test script details the steps that a tester must follow to complete testing (i.e., to test all the conditions). Each test script is represented by a separate tab and will contain detailed execution steps as well as the expected results.

- 11.5** The Customer is responsible for development and execution of test scripts for all testing related to Legacy Systems, data extraction and transformation programs, except to the extent otherwise specified in clauses 4.9 to 4.20.

Acceptance Test Results

- 11.6** If the actual results are not in accordance with the expected results, a Defect will be raised. Once a Defect is identified, it will be logged and assigned a responsible owner who will review the Defect and reject it if it is invalid or duplicated. Once a Defect is reviewed, it will be prioritised and categorised and agreed with the Customer as follows:

Severity	Description (Business Impact)
Critical	Issue is causing software failure, unrecoverable data loss or puts a halt to business operations No workaround is available
High	Show stopper or significant impact on business operations Workaround or is available but is tedious and time consuming
Medium	Definite business impact Feasible Workaround exists
Low	Minimal or no business impact No impact to Cutover Date or good to have
Priority	Description (Testing Impact)
<i>High</i>	<ul style="list-style-type: none"> ▪ Significant risk to the test execution being completed as planned ▪ Risk / delay to the test Milestones ▪ Impact test critical path
<i>Medium</i>	<ul style="list-style-type: none"> ▪ Minimal impact to test
<i>Low</i>	<ul style="list-style-type: none"> ▪ No impact to test

- 11.7** In order to support Acceptance Testing, the Contractor will develop test closure memos (as specified in the Deliverables table in section 3.15) which will require Customer sign-off based on the Acceptance and/or Success Criteria being met. When signed by the Customer, these memos will be considered to be an acceptance certificate for the purposes of the Customer Contract.

12. Project Plan and Payment Plan

- 12.1** The Project Plan is attached at Attachment 12-E (Project Plan) to Schedule 12 (PIPP).
- 12.2** Subject to clause 10 of the Customer Contract, payment is contingent on Customer acceptance of the Deliverables relating to the relevant Milestone being met.
- 12.3** Milestone payments for Transition In are shown in the following table. The explanation and manner of selecting each Pricing Scenario is set out in section 5 of Attachment 12-F (Pricing Information and Tables) to Schedule 12 (PIPP).

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

13. Pricing Information

- 13.1 Additional products and services listed in the AESG Catalogue may be purchased under this contract including Services under Module 10 (As a Service) as Additional Services. It is possible that additional services may be purchased under this contract under Module 7 (Professional Services).
- 13.2 The pricing tables which apply to the Customer Contract including the AESG Catalogue and the Rate Card are included at Attachment 12-F (Pricing Information and Tables) to Schedule 12 (PIPP).
- 13.3 The Rate Card will apply for Additional Services if there is no price set out for the relevant Additional Services in the AESG Catalogue (unless otherwise agreed between the parties).

14. Governance

- 14.1 The delivery of the AESG Service to the Customer will be governed through mechanisms for both the Transition In Services and Software as a Service Services (after Cutover Date) phases.

- 14.2 Onboarding specific governance structures, processes, meetings will be utilised during the phase of Customer Transition In Services. Onboarding governance commences Commencement Date and ceases at the completion of the Consolidation Period.
- 14.3 Governance processes that will be utilised for the Transition In phase and the Software as a Service phase are described in Attachment 3-2 (Management Committees) to Schedule 3 (Service Level Agreement).

Attachment 12-A: Functional Scope

The following AESG processes are in scope for this contract to meet the Customer's requirements:

Process	Sub Process	Process Identifier	SAP Module	In Scope	Not in Scope
Organization Strategy	Organizational Planning	02.01.02.03.01	HR-OM	X	
Workforce Planning	Personnel Cost Planning	02.01.09.02.09	ECM		X
Finance Organization Management and Governance	Define and Maintain Financial Organization	02.03.01.01.06	FI-NL	X	
Finance Organization Management and Governance	Define Profit Centre Accounting Organization	02.03.01.01.07	EC-PCA	X	
Finance Organization Management and Governance	Define Cost Centre Accounting Organization	02.03.01.01.08	CO-OM	X	
Finance Organization Management and Governance	Define Profitability Analysis Organization	02.03.01.01.09	CO-PA		X
Finance Organization Management and Governance	Maintain Treasury Organization	02.03.01.01.10	FSCM		X
HCM Organizational Management	Administer Personnel and Enterprise Structure Changes	02.03.02.01.01	PA-PA	X	
Procurement Enterprise Structure and Pricing	Define Procurement Enterprise Structure	02.03.03.01.01	MM	X	
Procurement Enterprise Structure and Pricing	Define Pricing	02.03.03.01.02	MM	X	
Purchase Card Management	Manage Procurement Card Program	02.03.03.02.01	MM	X	
Procurement Data Management	Manage Vendor Master Data	02.03.03.04.01	MM	X	
Procurement Data Management	Manage Material Master Data	02.03.03.04.02	MM	X	
Procurement Data Management	Manage Service Master Data	02.03.03.04.03	MM	X	
Procurement Data Management	Manage Additional Master Data	02.03.03.04.05	MM	X	
Budget Execution and Control	Maintain Funds Management Organizational Structures	03.01.01.01.01	PSM-FM	X	
Budget Execution and Control	Maintain Funds Management Master Data	03.01.01.01.02	PSM-FM	X	
Budget Execution and Control	Maintain Budget Structure in Funds Management	03.01.01.01.03	PSM-FM	X	
Budget Execution and Control	Budget Execution and Distribution	03.01.01.01.04	PSM-FM	X	
Budget Execution and Control	Maintain Accounting Encumbrances	03.01.01.01.05	PSM-FM	X	
Budget Execution and Control	Maintain Availability Control	03.01.01.01.06	PSM-FM	X	
Budget Execution and Control	Record Actual Data and Reporting	03.01.01.01.07	PSM-FM	X	
Budget Execution and Control	Budget Closing Operations	03.01.01.01.08	PSM-FM	X	
General Ledger Accounting	Manage General Ledger Master Data	03.01.02.02.01	FI-GL	X	
General Ledger Accounting	Process Journal Entry	03.01.02.02.02	FI-NL	X	
Period and Year End Closing and Consolidation	Accruals posting	03.01.02.03.01	FI-GL	X	
Period and Year End Closing and Consolidation	Intercompany Adjustments and Settlement	03.01.02.03.02	FI-GL	X	

Process	Sub Process	Process Identifier	SAP Module	In Scope	Not in Scope
Period and Year End Closing and Consolidation	Process recurring postings	03.01.02.03.03	FI-GL	X	
Period and Year End Closing and Consolidation	Maintain Foreign Currency Exchange Rates	03.01.02.03.04	FI-GL		X
Period and Year End Closing and Consolidation	Perform New GL Profit Centre Accounting Planning	03.01.02.03.05	FI-NL	X	
Period and Year End Closing and Consolidation	Perform Period End Closing Reconciliations	03.01.02.03.06	FI-GL	X	
Period and Year End Closing and Consolidation	Balance Carry Forward	03.01.02.03.07	FI-GL	X	
Period and Year End Closing and Consolidation	Allocation and Distribution	03.01.02.03.08	EC-PCA	X	
Period and Year End Closing and Consolidation	Open or Close Posting Periods	03.01.02.03.09	FI-GL	X	
Period and Year End Closing and Consolidation	Maintain Closing Cockpit	03.01.02.03.10	FI-GL	X	
Accounts Payable	Manage Vendor Master Data	03.01.02.04.01	FI-AP	X	
Accounts Payable	Process AP Invoice and Credit Note	03.01.02.04.02	FI-AP	X	
Accounts Payable	Process Vendor Down Payment	03.01.02.04.03	FI-AP	X	
Accounts Payable	Process Outgoing Payments	03.01.02.04.04	FI-AP	X	
Accounts Payable	Perform AP Period End Activities and Reporting	03.01.02.04.05	FI-AP	X	
Accounts Receivable	Manage Customer Master Data	03.01.02.05.01	FI-AR	X	
Accounts Receivable	Process AR Invoice and Credit Note	03.01.02.05.02	FI-AR	X	
Accounts Receivable	Process Incoming Payments	03.01.02.05.03	FI-AR	X	
Accounts Receivable	Perform Dunning and Manage Interest Dues	03.01.02.05.04	FI-AR	X	
Accounts Receivable	Manage Collections	03.01.02.05.05	FSCM		X
Accounts Receivable	Perform AR Period End Activities and Reporting	03.01.02.05.06	FI-AR	X	
Accounts Receivable	Manage Sales Process	03.01.02.05.07	SD	X	
Accounts Receivable	Establish Customer Credit	03.01.02.05.08	FSCM		X
Tax Management	Maintain Withholding Taxes	03.01.02.06.01	FI-GL	X	
Project Accounting	Project Operational Planning	03.01.02.07.01	PS	X	
Project Accounting	Project Execution	03.01.02.07.02	PS	X	
Project Accounting	Close Projects	03.01.02.07.03	PS	X	
Project Accounting	Maintain Master Data for Investment Management	03.01.02.07.04	FI-IM	X	
Project Accounting	Perform Planning and Budgeting in Investment Management	03.01.02.07.05	FI-IM	X	
Grants Management	Maintain Master Data in Grantee Management	03.01.02.08.01	PSM-GM		X
Grants Management	Process Grant Application and Payment in Grantee Management	03.01.02.08.02	PSM-GM		X
Grants Management	Execute Planning and Budgeting in Grantee Management	03.01.02.08.03	PSM-GM		X
Grants Management	Process Actual Postings and Reporting in Grantee Management	03.01.02.08.04	PSM-GM		X
Grants Management	Process Billing in Grantee Management	03.01.02.08.05	PSM-GM		X
Cost Accounting	Perform Cost Element Accounting	03.01.03.01.01	CO-OM	X	
Cost Accounting	Derivation of Funds Management in Controlling	03.01.03.01.02	PSM-FM	X	
Cost Accounting	Maintain Master Data for Internal Order	03.01.03.01.03	CO-OM	X	

Process	Sub Process	Process Identifier	SAP Module	In Scope	Not in Scope
Cost Accounting	Post and Allocate Revenues and Costs Using Internal Order	03.01.03.01.04	CO-OM	X	
Cost Accounting	Post and Allocate Revenues and Costs in Profitability Analysis	03.01.03.01.05	CO-PA		X
Cost Accounting	Post and Allocate Costs (Actual & Plan) in Cost Centre Accounting	03.01.03.01.06	CO-OM	X	
Cash and Banking Management	Manage Bank Master Data	03.01.04.01.01	FI-BL	X	
Cash and Banking Management	Reconcile Electronic Bank Statement	03.01.04.01.02	FI-BL	X	
Cash and Banking Management	Reconcile Manual Bank Statement	03.01.04.01.03	FI-BL	X	
Cash and Banking Management	Monitor Liquidity and Cash Position	03.01.04.01.04	FI-BL	X	
Cash and Banking Management	Manage Cash Collection for Lockbox	03.01.04.01.05	FI-BL		X
Cash and Banking Management	Manage Petty Cash Transactions	03.01.04.01.06	FI-BL	X	
Investment and Debt Management	Define debt and investment management strategy	03.01.04.02.01	FSCM		X
Investment and Debt Management	Manage Short Term Borrowing	03.01.04.02.02	FSCM		X
Investment and Debt Management	Manage Short Term Investments	03.01.04.02.03	FSCM		X
Investment and Debt Management	Manage Short Term Investments	03.01.04.02.03	FSCM		X
Investment and Debt Management	Manage Security Portfolio	03.01.04.02.04	FSCM		X
Investment and Debt Management	Treasury Reporting	03.01.04.02.05	FSCM		X
Investment and Debt Management	Manage communication	03.01.04.02.06	FSCM		X
Fixed Assets	Create and Maintain Asset Master Data	03.01.05.01.01	FI-AA	X	
Fixed Assets	Acquire Fixed Assets	03.01.05.01.02	FI-AA	X	
Fixed Assets	Maintain Depreciation of Assets	03.01.05.01.03	FI-AA	X	
Fixed Assets	Manage Asset Disposals and Transfers	03.01.05.01.04	FI-AA	X	
Fixed Assets	Fixed Assets Stocktake and Revaluation	03.01.05.01.05	FI-AA	X	
Fixed Assets	Fixed Assets Reporting	03.01.05.01.06	FI-AA	X	
Statutory Reporting	Financial Statements Reporting	03.01.06.01.01	FI-GL	X	
Statutory Reporting	Tax Reporting	03.01.06.01.02	FI-GL	X	
Talent Sourcing	Identify Key Competencies for Each Role	03.02.01.01.01	e-Rec		X
Talent Sourcing	Define Selection Profiles	03.02.01.01.02	e-Rec		X
Talent Sourcing	Evaluate Potential Talent Sources	03.02.01.01.05	e-Rec		X
Talent Sourcing	Manage Sourcing Channels	03.02.01.01.06	e-Rec		X
Talent Sourcing	Manage Candidate Information	03.02.01.01.07	e-Rec		X
Recruitment	Initiate Employee Requisition Request	03.02.01.02.01	REC		X
Recruitment	Application Assessment and Selection	03.02.01.02.03	REC		X
Recruitment	Post Offer Administration	03.02.01.02.05	REC	X	
Recruitment	On Boarding Activity	03.02.01.02.06	REC	X	
Recruitment	Graduates Management	03.02.01.02.07	REC	X	

Process	Sub Process	Process Identifier	SAP Module	In Scope	Not in Scope
Recruitment	Employee Referral Programs	03.02.01.02.08	REC		X
Deployment	Staff Movement or Transfer	03.02.02.01.01	PA-PA	X	
Deployment	Contract Renewal or Confirmation	03.02.02.01.02	PA-PA	X	
Deployment	Secondment Out	03.02.02.01.03	PA-PA	X	
Deployment	Monitoring Secondment In	03.02.02.01.04	PA-PA	X	
Deployment	Change of Contract	03.02.02.01.05	PA-PA	X	
Employee Data Management	Administer Employee Data Change	03.02.02.02.04	PA-PA	X	
Employee Data Management	Finalize Employee Data Change	03.02.02.02.05	PA-PA	X	
Employee Data Management	Employee Declaration	03.02.02.02.06	PA-PA	X	
Employee Data Management	Employee Self-service	03.02.02.02.07	EP-ESS	X	
Employee Data Management	Manager Self-service	03.02.02.02.08	EP-MSS	X	
Employee Data Management	Maintain Employee Data Change in Self-service	03.02.02.02.09	EP-ESS	X	
Exit Management	Retirement or Voluntary Separation	03.02.02.03.01	PA-PA	X	
Exit Management	Involuntary Separation	03.02.02.03.02	PA-PA	X	
Exit Management	Workforce Realignment Plan	03.02.02.03.03	PA-PA	X	
Exit Management	Employee Death	03.02.02.03.04	PA-PA	X	
Exit Management	Exit Withdrawal	03.02.02.03.07	PA-PA	X	
Payroll	Manage Employee Payroll Related Data	03.02.02.04.01	PY	X	
Payroll	Regular Payroll Run	03.02.02.04.02	PY	X	
Payroll	Off-cycle or Ad Hoc Payroll	03.02.02.04.03	PY	X	
Payroll	End of Period Processing	03.02.02.04.04	PY	X	
Payroll	End of Annual Processing	03.02.02.04.05	PY	X	
Payroll	Audit and fraud prevention	03.02.02.04.07	PY	X	
Payroll	Overpayment Recovery	03.02.02.04.08	PY	X	
Payroll	Advance Payment	03.02.02.04.09	PY	X	
Payroll	Annual Increment	03.02.02.04.10	PY	X	
Payroll	Higher Duty Allowance	03.02.02.04.11	PY	X	
Organizational Data	Administer Organizational Structure Changes	03.02.02.05.04	HR-OM	X	
Benefits Management	Employee Benefits Administration	03.02.02.06.01	PA-BN		X
Benefits Management	Benefits Claims Administration	03.02.02.06.02	PA-BN		X
Benefits Management	Pension Management	03.02.02.06.03	PA-BN	X	
Employee and Industrial Relations	Discipline Management	03.02.03.01.01	PA-PA	X	
Work Health and Safety Information	Incident or Hazard Reporting and Investigation	03.02.03.02.02	EH&S	X	
Work Health and Safety Information	Workers Compensation Management	03.02.03.02.03	EH&S	X	
Travel and Expense Management	Travel Management Setup	03.02.03.03.01	FI-TV	X	
Travel and Expense Management	Travel Request Management	03.02.03.03.02	FI-TV	X	
Travel and Expense Management	Travel and Expense Administration	03.02.03.03.03	FI-TV	X	

Process	Sub Process	Process Identifier	SAP Module	In Scope	Not In Scope
Employee Travel and Mobility Services	Initiate Cross-Border or Within-Country Assignment	03.02.03.04.01	PA-PA	X	
Employee Travel and Mobility Services	Provide Assignment and Relocation Services	03.02.03.04.04	PA-PA	X	
Employee Travel and Mobility Services	Provide Ongoing Assignment Support Services	03.02.03.04.05	PA-PA	X	
Employee Travel and Mobility Services	End Assignment or Repatriate	03.02.03.04.07	PA-PA	X	
Performance Management	Performance Management Setup	03.02.04.01.01	PMS		X
Performance Management	Objective Setting	03.02.04.01.02	PMS		X
Performance Management	Performance Review	03.02.04.01.03	PMS		X
Performance Management	Ranking and Promotion	03.02.04.01.04	PMS		X
Performance Management	Ad-hoc Performance Review	03.02.04.01.05	PMS		X
Performance Management	360 Performance Feedback	03.02.04.01.06	PMS		X
Performance Management	Performance Management Administration	03.02.04.01.07	PMS		X
Career and Succession Planning	Succession Planning	03.02.04.02.01	HR-PD		X
Career and Succession Planning	Career Path Management	03.02.04.02.02	HR-PD		X
Development	Competency Management	03.02.04.03.01	HR-PD		X
Learning Solution	Training Needs Assessment	03.02.04.04.01	HCM-LSO		X
Learning Solution	Curriculum Design and Development	03.02.04.04.02	HCM-LSO		X
Learning Solution	Training Administration	03.02.04.04.03	HCM-LSO		X
Learning Solution	Learning Program Delivery	03.02.04.04.04	HCM-LSO		X
Learning Solution	Informal Learning and Development Delivery	03.02.04.04.05	HCM-LSO		X
Learning Solution	Program Evaluation and Analysis	03.02.04.04.06	HCM-LSO		X
Compensation Management	Define and Maintain Compensation Process	03.02.04.05.01	ECM		X
Compensation Management	Perform Job Evaluations (Job Pricing)	03.02.04.05.02	ECM		X
Compensation Management	Allocate Compensation Budget	03.02.04.05.03	ECM		X
Compensation Management	Administer Base Salary Changes	03.02.04.05.04	ECM	X	
Compensation Management	Administer Incentive Pay	03.02.04.05.05	ECM		X
Compensation Management	Administer Long Term Incentives	03.02.04.05.06	ECM		X
Compensation Management	Communicate Compensation	03.02.04.05.07	ECM	X	
Employee Recognition	Long Service Recognition	03.02.04.06.01	PA-PA	X	
Employee Recognition	Employee Suggestion	03.02.04.06.02	PA-PA		X
Time Administration	Manage Roster and Work Schedule	03.02.05.02.01	PT	X	
Time Administration	Leave Management	03.02.05.02.02	PT	X	
Time Administration	Time Recording and Approval	03.02.05.02.03	CATS	X	
Time Administration	Time Processing	03.02.05.02.04	PT	X	
Time Administration	Absenteeism Management	03.02.05.02.05	PT		X
Time Administration	Leave Cancellation and Update	03.02.05.02.06	PT	X	
Sourcing	Manage Vendor Quotation	03.03.01.01.01	MM		X
Sourcing	Manage RFx and Live Auction	03.03.01.01.02	SRM-SRC		X

Process	Sub Process	Process Identifier	SAP Module	In Scope	Not In Scope
Request to Purchase	Manage Purchase Request	03.03.01.02.01	MM	X	
Request to Purchase	Manage Shopping Cart	03.03.01.02.02	SRM-SSP		X
Purchase Order Processing	Manage Purchase Order	03.03.01.03.01	MM	X	
Purchase Order Processing	Receive Purchase Order Acknowledgement and Supplier Confirmation	03.03.01.03.02	MM	X	
Purchase Order Processing	Manage Purchase Order in eProcurement	03.03.01.03.03	SRM-SSP		X
Receipt of Goods and Services	Receive Goods	03.03.01.04.01	MM	X	
Receipt of Goods and Services	Receive Services	03.03.01.04.02	MM	X	
Receipt of Goods and Services	Manage Returns	03.03.01.04.03	MM	X	
Invoice Processing	Manage Vendor Invoice	03.03.01.05.01	MM	X	
Contract Management	Manage Contract	03.03.02.02.01	MM	X	
Contract Management	Contract Administration	03.03.02.02.02	MM	X	
Contract Management	Manage Contract in eProcurement	03.03.02.02.03	SRM-CM		X
Inventory Management and Physical Inventory	Manage Reservation	03.04.01.01.01	MM-IM		X
Inventory Management and Physical Inventory	Manage Physical Inventory	03.04.01.01.02	MM-IM		X
Inventory Management and Physical Inventory	Manage Inventory Movements	03.04.01.01.03	MM-IM		X
Inventory Management and Physical Inventory	Manage Stock Transport Order	03.04.01.01.04	MM-IM		X
Inventory Management and Physical Inventory	Inventory Management Reporting	03.04.01.01.05	MM-IM		X
Procurement Reporting	Perform Source to Contract Reporting	04.03.01.05.01	MM	X	
Procurement Reporting	Perform Procure to Pay Reporting	04.03.01.05.02	MM	X	

Attachment 12-B: RICEFW Scope

AESG STANDARD RICEFW SCOPE

The Contractor will activate AESG Standard RICEFW components as required as part of the scope for this Customer Contract.

(All conversion objects listed below represent the load program only, and do not include development objects for data extraction or transformation.)

RICEFW Object Type	Description	Classification
Conversion	Bank Master Data	AESG Standard
Conversion	GL Master (Chart of Accounts)	AESG Standard
Conversion	Projects (WBS elements)	AESG Standard
Conversion	WBS elements	AESG Standard
Conversion	Profit Centre	AESG Standard
Conversion	Cost Centres	AESG Standard
Conversion	Asset Master with balances	AESG Standard
Conversion	AR Open Items	AESG Standard
Conversion	G/L Open Items	AESG Standard
Conversion	Funds	AESG Standard
Conversion	Internal Orders	AESG Standard
Conversion	AP Open Items	AESG Standard
Conversion	Customer Master for Finance	AESG Standard
Conversion	Funds Centre	AESG Standard
Conversion	Commitment Item	AESG Standard
Conversion	Funded Program	AESG Standard
Conversion	Budget Balance	AESG Standard
Conversion	Employee Data Initial Load (IT0000, IT0001, IT0002)	AESG Standard
Conversion	PA Master Data	AESG Standard
Conversion	OM Objects	AESG Standard
Conversion	OM Relationships	AESG Standard
Conversion	OM Other Infotypes	AESG Standard
Conversion	Leave Balances	AESG Standard
Conversion	Qualification Catalogue	AESG Standard
Conversion	Employee Qualifications and Education	AESG Standard
Conversion	Payroll YTD values	AESG Standard
Conversion	Vendor Master	AESG Standard
Conversion	Purchase Order	AESG Standard
Conversion	Contracts	AESG Standard
Enhancement	Function Module for Bank Master Data conversion with BAUP	AESG Standard

RICEFW Object Type	Description	Classification
Enhancement	Contract Elements Enhancement	AESG Standard
Enhancement	Deploy Notifications	AESG Standard
Enhancement	Notification Engine	AESG Standard
Enhancement	Form Generation Program	AESG Standard
Enhancement	Other Employment Infotype Enhancement (IT9009)	AESG Standard
Enhancement	Employee Self-service (ESS) Declaration Screen	AESG Standard
Enhancement	Leaving Service Infotype (IT9008)	AESG Standard
Enhancement	Exit Checklist Infotype (IT9005)	AESG Standard
Enhancement	Employee Self-Service Resignation Screen	AESG Standard
Enhancement	Notification user exit program on creation of leaving service actions	AESG Standard
Enhancement	Customised user exit for creation of IT0001	AESG Standard
Enhancement	Settlement Program	AESG Standard
Enhancement	Short of notice function module	AESG Standard
Enhancement	Mass Lock/Unlock Program	AESG Standard
Enhancement	Exit Interview Upload Program	AESG Standard
Enhancement	Employee Self-Service Exit Checklist	AESG Standard
Enhancement	Organisation Management Upload Program	AESG Standard
Enhancement	Mass Placement Program	AESG Standard
Enhancement	Org Assignment Enhancements	AESG Standard
Enhancement	Hiring Data Transfer and Upload Program	AESG Standard
Enhancement	Deletion of employee record for production client	AESG Standard
Enhancement	Other Employee Data Infotype Enhancements	AESG Standard
Enhancement	IT0032 Internal Data Enhancement	AESG Standard
Enhancement	IT0021 Family Members Enhancement	AESG Standard
Enhancement	Promotion Program	AESG Standard
Enhancement	IT0008 Personal-to-holder limit	AESG Standard
Enhancement	Batch Upload Program for IT0008 Basic Pay	AESG Standard
Enhancement	Batch Upload Program for IT0014, IT0015, IT0267	AESG Standard
Enhancement	IT0045 Loans infotype enhancement	AESG Standard
Enhancement	Team Calendar	AESG Standard
Enhancement	Routing Program	AESG Standard
Enhancement	Employee Tag Infotype	AESG Standard
Enhancement	Approver Tag Infotype	AESG Standard
Enhancement	Workflow configuration tables	AESG Standard
Enhancement	Workflow function module	AESG Standard
Enhancement	Mass upload for Time Data recording	AESG Standard
Enhancement	Key indications of jobs and positions	AESG Standard
Enhancement	Mass Approving Leave Application Program	AESG Standard

RICEFW Object Type	Description	Classification
Enhancement	Discipline Infotype(IT9050)	AESG Standard
Enhancement	ESS Compensation Review Statement Form	AESG Standard
Enhancement	Posting Run for IT0011	AESG Standard
Enhancement	Length of Service function module	AESG Standard
Enhancement	Higher Duty Allowance Request Screen	AESG Standard
Enhancement	IT0024 Qualification Update Notification Program	AESG Standard
Enhancement	ESS Enhancement in Personal Profile	AESG Standard
Enhancement	Duplicate Vendor Check	AESG Standard
Form	Print Payment Advice	AESG Standard
Form	Customer Invoice form	AESG Standard
Form	Customer Credit Note form	AESG Standard
Form	Incoming payment receipt	AESG Standard
Form	Check deposit list	AESG Standard
Form	Customer dunning letter - Level 1	AESG Standard
Form	Customer dunning letter - Level 2	AESG Standard
Form	Customer dunning letter - Level 3	AESG Standard
Form	Customer Account statement	AESG Standard
Form	Compensation Review Statement Form	AESG Standard
Form	Service Entry Sheet Form	AESG Standard
Form	Standard Overtime captured for non-shift staff. Desirable to be integrated to online time-flex sheet.	AESG Standard
Form	Resignation – ESS Capability for Resignation Online	AESG Standard
Interface	Journal Entry Upload	AESG Standard
Interface	Vendor Invoice Upload	AESG Standard
Interface	Asset Stocktake Data upload	AESG Standard
Report	Assets Stocktake Listing	AESG Standard
Report	Contract Renewal Emplacement Outcome List	AESG Standard
Report	Contract Staff Listing Report	AESG Standard
Report	Employee Master Listing Report	AESG Standard
Report	Declaration Status and Monitoring Report	AESG Standard
Report	Retirement Report	AESG Standard
Report	Staff Estab Report	AESG Standard
Report	List of Staffing Position	AESG Standard
Report	Manpower Management Framework (MMF) Report	AESG Standard
Report	Job Description Report	AESG Standard
Report	Leave Report by Leave Types	AESG Standard
Report	Hiring and Leaving Report	AESG Standard
Report	Staff with Changes Since Last Payroll Report	AESG Standard

RICEFW Object Type	Description	Classification
Report	Allowance and Deduction Listing Report	AESG Standard
Report	Comparison of Payroll Expenditure Report	AESG Standard
Report	Exception Listing Report	AESG Standard
Report	Promotion Listing	AESG Standard
Report	Organisation Management - Existing Objects	AESG Standard
Report	Organisation Management - Reporting Structure with Persons	AESG Standard
Report	Organisation Management - Vacant Positions	AESG Standard
Report	Organisation Management - Staff Assignments	AESG Standard
Report	Organisation Management - Existing Positions	AESG Standard
Report	Organisation Management - Complete Job Description	AESG Standard
Report	Organisation Management - Job Description	AESG Standard
Report	Organisation Management - Job Index	AESG Standard
Report	Organisation Management - Existing Jobs	AESG Standard
Report	Organisation Management - Organizational Structure with Work Centres	AESG Standard
Report	Organisation Management - Organizational Structure with Persons	AESG Standard
Report	Organisation Management - Existing Organizational Units	AESG Standard
Report	Payroll - Account Statement for Company Loans	AESG Standard
Report	Payroll - Calculation of the Present Value of Company Loans	AESG Standard
Report	Payroll - Overview of Company Loans	AESG Standard
Report	Payroll - Wage Type Reporter	AESG Standard
Report	Payroll - Assignment of Wage Types to G/L Accounts	AESG Standard
Report	Payroll - Payroll Journal	AESG Standard
Report	Payroll - Bank Details	AESG Standard
Report	Payroll - Payments and Deductions	AESG Standard
Report	Payroll - Payroll Account	AESG Standard
Report	Personnel Administration - Log of Report Starts	AESG Standard
Report	Personnel Administration - Logged Changes in Infotype Data	AESG Standard
Report	Personnel Administration - Assignment to Wage Level	AESG Standard
Report	Personnel Administration - Gender Sorted According to Age	AESG Standard
Report	Personnel Administration - Assignment to Wage Level	AESG Standard
Report	Personnel Administration - Staff Changes	AESG Standard
Report	Personnel Administration - HR Master Data Sheet	AESG Standard
Report	Personnel Administration - Reference Personnel Numbers	AESG Standard
Report	Personnel Administration - Defaults for Pay Scale Reclassifications	AESG Standard
Report	Personnel Administration - Time Spent in Pay Scale Group/Level	AESG Standard
Report	Personnel Administration - Reference Personnel Numbers	AESG Standard
Report	Personnel Administration - Telephone Directory	AESG Standard

RICEFW Object Type	Description	Classification
Report	Personnel Administration - Flexible Employee Data	AESG Standard
Report	Time Administration - Attendances/Absences Overview Graphic	AESG Standard
Report	Time Administration - Attendance Check	AESG Standard
Report	Time Administration - Attendance/Absence Data: Multiple Employee View	AESG Standard
Report	Time Administration - Attendance/Absence Data: Calendar View	AESG Standard
Report	Time Administration - Attendance/Absence Data: Overview	AESG Standard
Report	Time Administration - Daily Work Schedules	AESG Standard
Report	Time Administration - Personal Work Schedule	AESG Standard
Report	Benefits reports as provided by standard SAP reporting from the Payroll module.	AESG Standard
Report	Accounts Payable - Cashed Cheques	AESG Standard
Report	Accounts Payable - Cheque Lots	AESG Standard
Report	Accounts Payable - Cheque Register	AESG Standard
Report	Accounts Payable - Display Changes to Vendors	AESG Standard
Report	Accounts Payable - Display Critical Vendor Changes	AESG Standard
Report	Accounts Payable - Display list of Invoice documents	AESG Standard
Report	Accounts Payable - Due Date Analysis for Open Items (including overdue)	AESG Standard
Report	Accounts Payable - Invoice Overview	AESG Standard
Report	Accounts Payable - List Of Cleared Vendor Items	AESG Standard
Report	Accounts Payable - List Of Down Payments Open	AESG Standard
Report	Accounts Payable - List of vendor addresses	AESG Standard
Report	Accounts Payable - List of Vendor Line Items	AESG Standard
Report	Accounts Payable - List of Vendor Open Items	AESG Standard
Report	Accounts Payable - Open Items: Vendor Due Date Forecast	AESG Standard
Report	Accounts Payable - Payment List	AESG Standard
Report	Accounts Payable - Transaction Figures: Account Balance	AESG Standard
Report	Accounts Payable - Vendor Balances in Local Currency	AESG Standard
Report	Accounts Payable - Vendor Information System	AESG Standard
Report	Accounts Payable - Vendor List	AESG Standard
Report	Accounts Payable - Vendor Payment History	AESG Standard
Report	Cash and Banking Management - Cashed Cheques per Bank Account	AESG Standard
Report	Cash and Banking Management - Outstanding Cheques per G/L Account	AESG Standard
Report	Cash and Banking Management - Payment Advice Notes: Reorganization	AESG Standard
Report	Cash and Banking Management - Payment Advice Overview	AESG Standard

RICEFW Object Type	Description	Classification
Report	Cash and Banking Management - Payment Advice Overview(Header/Item)	AESG Standard
Report	Cost Centre Accounting - Activity Types: Master Data Report	AESG Standard
Report	Cost Centre Accounting - Activity Types: Period Breakdown	AESG Standard
Report	Cost Centre Accounting - Activity Types: Plan receivers	AESG Standard
Report	Cost Centre Accounting - Activity Types: Reconciliation	AESG Standard
Report	Cost Centre Accounting - Activity Types: Scheduled/Plan	AESG Standard
Report	Cost Centre Accounting - Area: Actual/Plan 2 Currencies	AESG Standard
Report	Cost Centre Accounting - Area: Cost Centres	AESG Standard
Report	Cost Centre Accounting - Area: Internal Business Volume	AESG Standard
Report	Cost Centre Accounting - CCTR/CE Plan Figures List Report	AESG Standard
Report	Cost Centre Accounting - CCtrs: Current Period / Cumulative	AESG Standard
Report	Cost Centre Accounting - CCtrs: Period Breakdown Act./Target	AESG Standard
Report	Cost Centre Accounting - CCtrs: Period Breakdown Actual/Plan	AESG Standard
Report	Cost Centre Accounting - Controlling Documents: Actual	AESG Standard
Report	Cost Centre Accounting - Controlling Documents: Plan	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Act./Plan/Commitments	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Act./Plan/Var./Prev.Yr	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Act/Target from Summary	AESG Standard
Report	Cost Centre Accounting - Cost centres: Activity prices	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Actual Line Items	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Actual/Budget/Commitment	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Actual/Plan/Variance	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Actual/Target/Variance	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Average Costs	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Breakdown by BusTrans	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Breakdown Resources	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Budget / Actual Comparison	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Commitment Line Items	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Cost Component Split	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Curr./Cum./Total Year	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Master Data Report	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Object Comparison	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Plan Line Items	AESG Standard
Report	Cost Centre Accounting - Cost centres: Planning overview	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Projection	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Quarterly Comparison	AESG Standard

RICEFW Object Type	Description	Classification
Report	Cost Centre Accounting - Cost Centres: Rolling Year	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Splitting	AESG Standard
Report	Cost Centre Accounting - Cost Centres: Variances	AESG Standard
Report	Cost Centre Accounting - Cost Ctrs: Fiscal Year Comparison	AESG Standard
Report	Cost Centre Accounting - Cost Elements: Breakdown by Company Code	AESG Standard
Report	Cost Centre Accounting - Cost Elements: Master Data Report	AESG Standard
Report	Cost Centre Accounting - Employee and Maintenance and Working Costs Report	AESG Standard
Report	Cost Centre Accounting - Expenditure Report	AESG Standard
Report	Cost Centre Accounting - Program Statement - Exp & Rev	AESG Standard
Report	Cost Centre Accounting - Range: Activity Types	AESG Standard
Report	Cost Centre Accounting - Range: Actual/Budget/Commitments	AESG Standard
Report	Cost Centre Accounting - Range: Actual/Plan/Commitments	AESG Standard
Report	Cost Centre Accounting - Range: Cost Elements	AESG Standard
Report	Cost Centre Accounting - Range: Statistical Key Figures	AESG Standard
Report	Cost Centre Accounting - Stat. Key Figs: Period Breakdown	AESG Standard
Report	Cost Centre Accounting - Stat. Key Figures: Master Data Report	AESG Standard
Report	Cost Centre Accounting - Templ. Alloc. Struct. CCTR/Acty Type	AESG Standard
Report	Fixed Assets - Asset Acquisitions	AESG Standard
Report	Fixed Assets - Asset Balances	AESG Standard
Report	Fixed Assets - Asset Balances for Group Assets	AESG Standard
Report	Fixed Assets - Asset History	AESG Standard
Report	Fixed Assets - Asset History Sheet	AESG Standard
Report	Fixed Assets - Asset Master Data Report	AESG Standard
Report	Fixed Assets - Asset Master Data with Depreciation Terms	AESG Standard
Report	Fixed Assets - Asset Retirements	AESG Standard
Report	Fixed Assets - Asset Transactions	AESG Standard
Report	Fixed Assets - Bar Codes	AESG Standard
Report	Fixed Assets - Changes to Asset Master Records	AESG Standard
Report	Fixed Assets - Depreciation	AESG Standard
Report	Fixed Assets - Depreciation and Interest	AESG Standard
Report	Fixed Assets - Depreciation Comparison	AESG Standard
Report	Fixed Assets - Depreciation Posted to Cost Centre	AESG Standard
Report	Fixed Assets - Depreciation Simulation	AESG Standard
Report	Fixed Assets - Directory of Unposted Assets	AESG Standard
Report	Fixed Assets - G/L Account Balances	AESG Standard
Report	Fixed Assets - Gain for Transfer of Reserves	AESG Standard

RICEFW Object Type	Description	Classification
Report	Fixed Assets - Insurance Values	AESG Standard
Report	Fixed Assets - Intracompany Asset Transfers	AESG Standard
Report	Fixed Assets - Leasing	AESG Standard
Report	Fixed Assets - Liabilities from Leasing Agreements	AESG Standard
Report	Fixed Assets - List of Origins by Cost Elements	AESG Standard
Report	Fixed Assets - List of Origins of Asset Charges	AESG Standard
Report	Fixed Assets - Manual Depreciation	AESG Standard
Report	Fixed Assets - Net Worth Valuation	AESG Standard
Report	Fixed Assets - Capital Projects Report (IO)	AESG Standard
Report	Fixed Assets - Physical Inventory List	AESG Standard
Report	Fixed Assets - Revaluation	AESG Standard
Report	Fixed Assets - Sample for Address Data for Asset	AESG Standard
Report	Fixed Assets - Write-Ups	AESG Standard
Report	Project Accounting - Aged Work-In-Progress Report	AESG Standard
Report	Project Accounting - Budget vs. Actual Amounts & Units	AESG Standard
Report	Project Accounting - Overview of Project Milestones	AESG Standard
Report	Project Accounting - Overview of WBS Elements	AESG Standard
Report	Project Accounting - Overview of Project Definition	AESG Standard
Report	Project Accounting - Overview: Project Hierarchies	AESG Standard
Report	Project Accounting - Project - Actual Costs for Each Month (Current Fiscal Year)	AESG Standard
Report	Project Accounting - Project - Actual/Commitment/Total/Plan in Control Area Currency	AESG Standard
Report	Project Accounting - Project - Budget Updates	AESG Standard
Report	Project Accounting - Project - Budget/Actual/Commitment/Rem Plan/Assigned	AESG Standard
Report	Project Accounting - Project - Budget/Actual/Variance	AESG Standard
Report	Project Accounting - Project - Commitment Detail	AESG Standard
Report	Project Accounting - Project - Commitments for Each Month (Current Fiscal Year)	AESG Standard
Report	Project Accounting - Project - Plan/Actual/Commitment/Rem.Plan/Assigned	AESG Standard
Report	Project Accounting - Project - Plan/Actual/Variance	AESG Standard
Report	Project Accounting - Project - Planned Costs for Each Month (Current Fiscal Year)	AESG Standard
Report	Project Accounting - Project Components Overview	AESG Standard
Report	Project Accounting - Project Cost Analysis	AESG Standard
Report	Project Accounting - Project Results	AESG Standard
Report	Project Accounting - Project Structure Overview	AESG Standard
Report	Project Accounting - Project Task Analysis	AESG Standard

RICEFW Object Type	Description	Classification
Report	Project Accounting - Project Task Summary	AESG Standard
Report	Project Accounting - Project Transactions	AESG Standard
Report	Project Accounting - Purchase Orders for Project	AESG Standard
Report	Project Accounting - Purchase requisitions for Project	AESG Standard
Report	General Ledger Accounting - Account Assignment Manual	AESG Standard
Report	General Ledger Accounting - Balance Sheet/P+L Statement	AESG Standard
Report	General Ledger Accounting - Cash Flow (Direct Method)	AESG Standard
Report	General Ledger Accounting - Cash Flow (Indirect Method)	AESG Standard
Report	General Ledger Accounting - Changed GL Documents	AESG Standard
Report	General Ledger Accounting - Chart of Accounts	AESG Standard
Report	General Ledger Accounting - Customer / Vendor / G/L Account	AESG Standard
Report	General Ledger Accounting - Display Changes to G/L Accounts	AESG Standard
Report	General Ledger Accounting - Display Plan Line Items	AESG Standard
Report	General Ledger Accounting - Document Items Extract	AESG Standard
Report	General Ledger Accounting - Document Journals	AESG Standard
Report	General Ledger Accounting - Fin. Statement: Plan/Act. Comparison	AESG Standard
Report	General Ledger Accounting - Fin. Statements: Act/Act Comparison	AESG Standard
Report	General Ledger Accounting - G/L Account - Balances	AESG Standard
Report	General Ledger Accounting - G/L Account List	AESG Standard
Report	General Ledger Accounting - G/L Accounts File	AESG Standard
Report	General Ledger Accounting - Gaps in Document Number Assignment	AESG Standard
Report	General Ledger Accounting - General Ledger Documents	AESG Standard
Report	General Ledger Accounting - General Ledger Line Items	AESG Standard
Report	General Ledger Accounting - Invoice Numbers Allocated Twice	AESG Standard
Report	General Ledger Accounting - Line Item Journals	AESG Standard
Report	General Ledger Accounting - Monthly Management Reports	AESG Standard
Report	General Ledger Accounting - FA Report	AESG Standard
Report	General Ledger Accounting - Posting Totals	AESG Standard
Report	General Ledger Accounting - Recurring Entry Documents	AESG Standard
Report	General Ledger Accounting - Structured Balance List	AESG Standard
Report	General Ledger Accounting - Transaction Figures: Account Balance	AESG Standard
Report	Contract Management - Contract Reporting with Services	AESG Standard
Report	Contract Management - General Analysis for Contract Reporting	AESG Standard
Report	Purchasing - Analysis of PO Values	AESG Standard
Report	Purchasing - Archived Purchasing Documents	AESG Standard
Report	Purchasing - By Account Assignment: List Display of PR	AESG Standard

RICEFW Object Type	Description	Classification
Report	Purchasing - General Analysis Purchasing Reporting	AESG Standard
Report	Purchasing - List Display of PR	AESG Standard
Report	Purchasing - List Display of PRs for Project	AESG Standard
Report	Purchasing - Monitor Vendor Confirmations :Order Acknowledgement	AESG Standard
Report	Purchasing - NSW Procurement Spend Cube Data	AESG Standard
Report	Purchasing - Orders: By Functional Area	AESG Standard
Report	Purchasing - Purchase Order Price History	AESG Standard
Report	Purchasing - Purchasing Documents for Material	AESG Standard
Report	Purchasing - Purchasing Documents for Material Group	AESG Standard
Report	Purchasing - Purchasing Documents per Account Assignment	AESG Standard
Report	Purchasing - Purchasing Documents per Document Number	AESG Standard
Report	Purchasing - Purchasing Documents per Material	AESG Standard
Report	Purchasing - Purchasing Documents per Material Group	AESG Standard
Report	Purchasing - Purchasing Documents per Project	AESG Standard
Report	Purchasing - Purchasing Documents per Vendor	AESG Standard
Report	Purchasing - Reporting on Service Requisitions	AESG Standard
Report	Purchasing - Resubmission of Purchase Requisitions	AESG Standard
Report	Receipt Goods / Services - Cancelled Material Documents	AESG Standard
Report	Receipt Goods / Services - Expected Goods Receipt by Delivery Date/Vendor/Material	AESG Standard
Report	Receipt Goods / Services - List of Material Documents	AESG Standard
Report	Receipt Goods / Services - Posting Date of Material Document	AESG Standard
Report	Receipt Goods / Services - List of Service Entry Sheets	AESG Standard
Report	Receipt Goods / Services - Planned/Actual Comparison - External Services	AESG Standard
Report	Vendor Management - List of Vendors: Purchasing by Purchase Organisation /Act.Group	AESG Standard
Report	Vendor Management - Payment performance for supplier	AESG Standard
Report	Vendor Management - Vendor Listing with email addresses, contact details	AESG Standard
Report	Vendor Management - Vendor Listing with payment terms	AESG Standard
Report	Vendor Management - Duplicate Vendors	AESG Standard
Report	Vendor Management - Vendor Master Data File	AESG Standard
Report	Benefits - Changes in Benefits Elections	AESG Standard
Report	Benefits - Changes in Default Values for General Benefits Info	AESG Standard
Report	Benefits - Changes in Eligibility	AESG Standard
Report	Benefits - Eligible Employees	AESG Standard
Report	Benefits - Flexible Spending Account Contributions	AESG Standard

RICEFW Object Type	Description	Classification
Report	Benefits - Health Plan Costs	AESG Standard
Report	Benefits - Insurance Plan Costs	AESG Standard
Report	Benefits - Participation	AESG Standard
Report	Benefits - Savings Plan Contributions	AESG Standard
Report	Organisation Management - Complete Job Description	AESG Standard
Report	Organisation Management - Existing Jobs	AESG Standard
Report	Organisation Management - Existing Objects	AESG Standard
Report	Organisation Management - Existing Organizational Units	AESG Standard
Report	Organisation Management - Existing Positions	AESG Standard
Report	Organisation Management - Job Description	AESG Standard
Report	Organisation Management - Job Index	AESG Standard
Report	Organisation Management - Organizational Structure with Persons	AESG Standard
Report	Organisation Management - Organizational Structure with Work Centres	AESG Standard
Report	Organisation Management - Reporting Structure with Persons	AESG Standard
Report	Organisation Management - Staff Assignments	AESG Standard
Report	Organisation Management - Vacant Positions	AESG Standard
Report	Payroll - Account Statement for Company Loans	AESG Standard
Report	Payroll - Assignment of Wage Types to G/L Accounts	AESG Standard
Report	Payroll - Bank Details	AESG Standard
Report	Payroll - Calculation of the Present Value of Company Loans	AESG Standard
Report	Payroll - Overview of Company Loans	AESG Standard
Report	Payroll - Payments and Deductions	AESG Standard
Report	Payroll - Payroll Account	AESG Standard
Report	Payroll - Payroll Journal	AESG Standard
Report	Payroll - Wage Type Reporter	AESG Standard
Report	Personnel Administration - Log of Report Starts	AESG Standard
Report	Personnel Administration - Assignment to Wage Level	AESG Standard
Report	Personnel Administration - Defaults for Pay Scale Reclassifications	AESG Standard
Report	Personnel Administration - Flexible Employee Data	AESG Standard
Report	Personnel Administration - Gender Sorted According to Age	AESG Standard
Report	Personnel Administration - HR Master Data Sheet	AESG Standard
Report	Personnel Administration - List of Maternity Data	AESG Standard
Report	Personnel Administration - Logged Changes in Infotype Data	AESG Standard
Report	Personnel Administration - Reference Personnel Numbers	AESG Standard
Report	Personnel Administration - Staff Changes	AESG Standard
Report	Personnel Administration - Staff Establishment	AESG Standard

RICEFW Object Type	Description	Classification
Report	Personnel Administration - Telephone Directory	AESG Standard
Report	Personnel Administration - Time Spent in Pay Scale Group/Level	AESG Standard
Report	Personnel Administration - Workforce Profile	AESG Standard
Report	Time Administration - Attendance Check	AESG Standard
Report	Time Administration - Attendance/Absence Data: Calendar View	AESG Standard
Report	Time Administration - Attendance/Absence Data: Multiple Employee View	AESG Standard
Report	Time Administration - Attendance/Absence Data: Overview	AESG Standard
Report	Time Administration - Attendances/Absences Overview Graphic	AESG Standard
Report	Time Administration - Daily Work Schedules	AESG Standard
Report	Time Administration - Personal Work Schedule	AESG Standard
Workflow	Workflow for Financial Document Approval (AP, AR, GL)	AESG Standard
Workflow	Resignation Workflow	AESG Standard
Workflow	Travel Process Workflow	AESG Standard
Workflow	Training request enrolment workflow	AESG Standard
Workflow	Training request cancellation workflow	AESG Standard
Workflow	Incident Investigation Workflow	AESG Standard
Workflow	Higher Duty Allowance Process Workflow	AESG Standard
Workflow	Blanket Order Invoice Workflow	AESG Standard
Workflow	SES Acceptance Workflow	AESG Standard
Enhancement	Activation of BADI TRIP_POST_FI for Travel Management	AESG Standard
Enhancement	Exit Interview Infotype Enhancement Exit Interview Screen	AESG Standard
Enhancement	Purchased Leave Application Screen	AESG Standard
Enhancement	LSO Correspondence	AESG Standard

ADAPT RICEFW SCOPE

The Customer's Adapt Compliance Statement as at the date of this Agreement is set out in the Service Level Agreement.

The standard CSSR processes to be implemented using AESG are set out in Attachment 12-G (CSSR Processes) to Schedule 12 (PIPP).

The Contractor will activate the following RICEFW components and personalise these with the Customer specific values as part of the Adapt scope

RICEFW Object	Description	Requirement reference	Additional or included	Adapt Points
Interface	Justice Link, ICMS, Jurors Accounting Interface	FI-01	Included	0
Interface	Australian Business Register Interface	FI-04	Included	0

RICEFW Object	Description	Requirement reference	Additional or Included	Adapt Points
Interface	NSW Buy Incoming Invoices to SAP	FI-05	Included	0
Workflow	Purchase Order Approval Workflow	FI-05	Included	0
Form	Access to scanning cockpit for AP Users	FI-06	Included	0
Interface	Novated lease interface	FI-06	Included	0
Form	Journal voucher request - workflow to cost centre manager	FI-08	Included	0
Enhancement	NSW Interest Calculation	FI-12	Included	0
Enhancement	Custom PA Infotypes	HR-05	Included	3.0
Enhancement	PA Infotype Validations Enhancements	HR-05	Included	4.0
Enhancement	Notification Engine Enhancements	HR-05	Included	1.9
Enhancement	Email selected reminder notifications	HR-05	Included	2.0
Form	Amend HD Form	HR-05	Included	2.0
Form	Amend HD Workflow	HR-05	Included	2.0
Form	ESS Services - maintain license details	HR-05	Included	0
Form	ESS Services - license details workflow	HR-05	Included	0
Form	ESS - maintain prior service details	HR-05	Included	0
Form	ESS - maintain prior service details - workflow	HR-05	Included	0
Form	PCR Form for Org data change	HR-06	Included	0
Workflow	PCR Form for Org data change Workflow	HR-06	Included	0
Enhancement	Automated email functionality to employees	HR-07	Included	1.0
Enhancement	Payroll Calculation Enhancements	HR-07	Included	10.0
Enhancement	Field to record extended absenteeism	HR-10	Included	1.0
Enhancement	PCR form for Job/Position	HR-12	Included	3.0
Form	Various HR forms - limited to 5	HR-12	Included	9.4
Workflow	PCR form workflow	HR-12	Included	0
Workflow	Various HR forms workflows - limited to 5	HR-12	Included	9.4
Report	Extended Employee Absenteeism report (HR-07)	HR-17	Included	0
Enhancement	Shift Management Solution for JJ	HR-20	Included	5.2
Enhancement	PSE HD Calculation	HR-21	Included	1.9
Enhancement	Time Calculation Enhancements	HR-21	Included	10.0

RICEFW Object	Description	Requirement reference	Additional or included	Adapt Points
Form	ES - Project Rec leave	HR-21	Included	1.1
Report	Calculate Workers Compensation Entitlements based on DOJ Compliance rules	HR-21	Included	0
Enhancement	Provide Pre-injury average weekly earnings (PIAWE) calculation for an employee.	HR-22	Included	0
Enhancement	Workers Compensation Claim Tracking	HR-22	Included	0
Report	WC Notifications	HR-22	Included	0
Report	Workers Compensation Claim Report	HR-22	Included	0
Workflow	WC Workflows	HR-22	Included	0
Interface	Inbound & Outbound Interface to TRIM system	NF-01	Included	0
Interface	QBE	NF-04	Included	0
Interface	Inbound & Outbound Interface to IIS system	NF-04	Included	0
Interface	Interface with Department's Identity Management and Active Directory	NF-04	Included	0
Interface	Interface with AG's Learning System(LMS) - HR master data only, no competency or training admin integration	NF-04	Included	0
Interface	Lifelink (visicase)	NF-05	Included	0
Interface	Pronto	NF-05	Included	0
Interface	Direct Debit File to Bank	NF-05	Included	0
Interface	Bank Interface - incoming and outgoing	NF-05	Included	0
Interface	Interface with Case Management System	NF-05	Included	0
Interface	Inbound & outbound Interface for Insurance co	NF-06	Included	0
Interface	Victim Services enabled through DJ PI and AESG AR Upload	NF-11	Included	0
Enhancement	Enhancement in Personal Profile	SS-01	Included	1.0
Enhancement	Flex Sheet variations	SS-01	Included	7.5
Form	ESS - Maintain Deductions form	SS-01	Included	0
Form	WC ESS Forms	SS-01	Included	0
Total				75.4

Attachment 12-C: Assumptions

The following assumptions are applicable for this Contract:

Category	Sub-category	Assumptions
Commercial	Product	The NSW Government Data Centre (GovDC) meets the technical and commercial requirements for hosting a multi-tenant solution as described in Schedule 13 in the timeframes required to support delivery of the AESG Service.
Functional	Data and Reporting	A data archiving strategy is not yet defined, although DJ requirements are detailed in Module 10 Order Form Box 4 and is not required for this Contract as it is assumed not all Customer Data will require archiving. The Contractor will define an AESG data archiving and retrieval policy which takes into account the DJ requirements detailed in Module 10 Order Form Box 4, legal requirements for record retention in NSW when that is required due to data growth. Contractor assumes there will be no data archiving requirement during the Contract Period for this Contract.
Functional	HCM	The benefits administration is managed from the AESG payroll solution for Australia and is supported by standard reports. The SAP Benefits Administration module is not required for Australia.
Service Onboarding	Sequence and timing	The onboarding schedule will not be impacted by errors in current leave balance calculations and leave balances are correct (i.e. the assumption is that the existing Customer system is set up to calculate leave correctly).
Service Onboarding	Sequence and timing	The onboarding schedule will not impacted by errors in existing pay calculations (i.e. the assumption is that the existing Customer Payroll system is set-up to pay employees correctly.)
Service Onboarding	Sequence and timing	Transition In Services will not be impacted by the completion of any existing ongoing business change or readiness activities (business structures / Taxonomies will be taken at a point in time)
Service Delivery	Connectivity	All communications and Deliverables including configuration, documents and development will be delivered in English.
Service Delivery	Integration	Integration of the Contractors ITSM tools and Customer Incident management tools is not required. Customer Super Users will log via portal, call or send an email to the Contractor service desk for any service related issues.
Service Delivery	Service Desk	The AESG ongoing services do not include additional projects (over and above the defined scope of AESG Services and Service Request capacity). Any additional projects will be managed through the Schedule 4 Variation Procedure.
Service Delivery	Sizing	During ongoing service delivery, access to the AESG development and test environments will be restricted to AESG support teams. During Onboarding implementation project delivery, Customer personnel will be granted access to the AESG development and test environments as required to execute their assigned activities including testing. The Customer will be provided with a training client (the management of which will be as agreed between the parties).
Service Delivery	Systems Management	Customer personnel will be appropriately trained in the use of the AESG system(s) by Customer Personnel for ongoing use of the AESG System. The Contractor is responsible for Train the Trainer training which will enable the Customer to undertaken its training responsibilities.

Category	Sub-category	Assumptions
Service Delivery	Track incident resolution & report on progress	The Customer shall be responsible for management of Incidents raised with their Super User Group within their toolset for the Super User Group, if applicable. Contractor is responsible for tracking only those Incidents logged with Contractor.
Service Delivery	Other	The Contractor will provide Support Services leveraging a shared resource team across all Tenants for the AESG Service.
Service Delivery	Other	Support Services are assumed to be delivered in English only.
Service Delivery	Other	Where the Data Centre is the NSW Government Data Centre, the Contractor is not responsible for any issues related to the data centre building (including electricity and utility supply, air conditioning and any physical security incidents).
Service Onboarding	Other	Data masking will be delivered only using SAP standard tools for relevant HR data.
Service Delivery	Change Management	In the standard AESG Service the Customer will deliver Permitted User training to new employees, or employees changing roles, on an ongoing basis.

Category	Sub-category	Assumptions
Solution	SRM	SAP SRM application is out of scope and all required Procurement functionality will be enabled within the SAP MM module in the SAP ERP application
Solution	SuccessFactors	SuccessFactors has not been included in scope for the Customer, but is available in the catalogue.
Solution	BI	The service scope for the Customer includes 30 BI reports (15 Low, 8 Medium, 7 High complexity). Additional Reports can be consumed from the AESG Catalogue. A BI report is an extract of data to a presentation layer as the Customer requires. If the presentation layer is SAP portal, this includes setup/creation of the portal view.
Solution	BI	The SAP ERP system will be the only source of data for the SAP BI system
Solution	BOBJ reporting	AESG BO reporting is not required by the Customer
Solution	BPC	The SAP BPC scope includes Budgeting, Planning and basic forecasting. Consolidation features are not required. Self-service maintenance of Layouts and Scripts is available.
Solution	BPC	The scope for the customer in SAP BPC includes 5 planning areas (representing budgeting models), 20 Reports (10 Simple, 6 Medium, 4 Complex) and 10 Input Schedules (5 Simple, 3 Medium, 2 Complex).
Solution	Fiori Apps	The 15 Fiori Apps requested are in scope. Standard SAP Apps are provided without personalisation.
Solution	ReadSoft	Effort does not include the installation of scanner, OCR and other hardware required to support scanning, OCR and Vendor Invoice Management functionality using customer provided tools
Solution	ReadSoft	The set up and operation of a central scanning facility is assumed to be out of scope.

Category	Sub-category	Assumptions
Solution	ReadSoft	Adapt points for all Readsoft products specified in Attachment 13-3 (SAP Licences) is capped at 12.
Solution		The technical and other pre-requisites for on boarding preparation and ramp up (e.g. security access, connectivity etc.) will be notified to Customer in advance of commencement of these activities
Solution		The deployment plan reflects an annual 2 week holiday shut down (approximately 20th December to 5th January)
Solution	HCM Scope	There will be 2 payslip formats, one for general use and another for detailed time breakdown for Juvenile Justice and Corrective Services Rostered Employees only. There will be no differences in the format displayed in ESS vs the format of printed payslips.
Solution	HCM Scope	Migration of 'in progress' workflows or transactions: Workflow processes not completed are to be completed prior to migration as workflow and related inbox items migration are not in scope
Solution	HCM Scope	The timeline assumes a go live aligned to the first pay run after 1 July 2016, therefore the scope includes the testing of payroll year end and new financial year compliance changes. The scope of these compliance changes are limited to the following: <ul style="list-style-type: none"> - Only small compliance changes are included - Any large SAP payroll redevelopments will not be implemented as part of this project and will be subject to a change request - Regression testing will be limited to the compliance changes for the next financial year, no regression testing will be required for signed off parallel tests associated to Payroll year end.
Solution	POaaS	The transition service scope for POaaS for the customer includes 15 interfaces (14 medium, 1 complex) as part of this proposal. This includes the interfaces between AESG and retained applications like JL Finance, Victim Services and Jury management systems. Non-SAP to/from Non-SAP interfaces have been considered to be out of scope.
Solution		Contractor is permitted to reuse relevant current artefacts and code related to existing RICEFW objects
Solution		Contractor is permitted to reuse relevant documentation and other artefacts related to existing custom developments, including integration
Solution	POaaS	Customer will be responsible for coordinating with the retained application owners/ support team for re-pointing of the interfaces
Solution	POaaS	Support will be required from the Customer team to load test data for outgoing interfaces, or confirm posting for incoming interfaces
Solution	POaaS	Customer will support the testing of the business processes, interfaces will be tested as part of the business processes
Solution	POaaS	Contractor has assumed the adequate information is available

Category	Sub-category	Assumptions
		to achieve transformation / mapping in POaaS. Where this is not possible, the Customer may be required to effect changes to the record layout received / sent by the retained application
Solution	GRC Process Control	The service scope for the Customer in GRC Process Control includes 3 modules (Finance, HR/Payroll and Procurement) with 20 sub processes; 1 Regulation; 100 controls; 10 automated controls; 20 indirect entry level controls; 25 test plans per module - 75 test plans in total; 20 Account groups
Solution	Identity and Access Management	AESG will link with Customer's identity management. The Customer will make the required configuration changes (if required) to upkeep the integration with the AESG Service.
Solution	Infrastructure Sizing	The proposed solution has been based on the infrastructure required to achieve an average page response time as defined in Schedule 3 – SLA section 8.3 (e). This response time applies to situations where there are multiple users logged on and accessing the system to perform a transaction (e.g. multiple ESS users together with multiple Transactional Users). The ability of the solution to meet this average response time will be tested during performance testing as defined in Schedule 12 – PIPP section 4.19, and will be monitored in regular review meetings in accordance with Schedule 3 (Service Level Agreement).

Attachment 12-D: Data Conversion Roles and Responsibilities

Phase	Activities	Primary Responsible	Contractor Responsibilities	Customer Responsibilities
Plan & Analyse	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Develop	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Phase	Activities	Primary Responsible	Contractor Responsibilities	Customer Responsibilities
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
All phases	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Validate / Load	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Phase	Activities	Primary Responsible	Contractor Responsibilities	Customer Responsibilities
				[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Execute	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Phase	Activities	Primary Responsible	Contractor Responsibilities	Customer Responsibilities
Cross phase				

[Redacted text block]