

Fort Bend Project - Worklogs for August 01 - 31, 2021

Worklog by	Project	Comment	Worklog Date	Sum of Time Spent (Hours)
Kristen Stack	Project Management	AP Non-PO Enh - Tech specs and estimate review internal.	2021-08-19	4.00
		Inv Standard Solution SRD Review - Mobile Inv Discovery discussion, schedule discovery		
		Sprint Planning prep and sprint planning meeting with FBC		
		AP Non-PO Est review, Tech Spec review		
		FMO - HDI One pager review for Puja		
		Start Sprint Planning Prep		
Kristen Stack	Project Management	Mobile - Reschedule	2021-08-23	3.50
		EMS - 837 file escalation		
		EMS Meeting with Tania ,		
		Inv Mgt - Standard Solution - Internal discussion how to proceed with Mobile Inv without standard solution		
		Rec Man - Followup on UAT		
		EMS - EDI module ordering for solution		
Kristen Stack	Project Management	Inv Mgt - Coordinate SRD review with Tania for Beverly.	2021-08-20	4.00
		Adjust resourcing for Mobile vs Standard Solution		
		FBC - Weekly backlog and resourcing review		
		Update FBC Project portfolio		
		TrueSign Purchasing QA Training and Testing scheduling with Murad		
		FBC Project Portfolio Updates		
Kristen Stack	Project Management	WebServer licensing discussion with FBC IT and Tania	2021-08-18	3.00
		FMO - final onsite prep		
		FBC Project Portfolio weekly resourcing and projection updates		
		Retiree Enrollment discussion with FBC: Feedback on best approach & feasibility of having it in place in OnBaseTest by 8/16?		
		We need to know +*+*+if*+*+ it can be done+ - by our weekly meeting 8/4.		
		(Note: FBC IT is doing the configuration/unity form/lifecycle work in-house.)		
Kristen Stack	Project Management	Else we will defer electronic enrollment forms for Retirees until next year.	2021-08-10	2.00
		FMO QA testing Daily Touchpoint - Review Issues and progress		
		FMO - Discussion with Tania		
		QA Testing Discussion with Paula		
		Agenda:		
		Review Fort Bend County's QA process		
Kristen Stack	Project Management	Will same QA resource test on all projects?	2021-08-03	3.50
		Determine requirements for ImageSoft on projects		
		# QA Department training		
		QA testing support timeline		
		Determine which current projects will need QA testing		
		# Discuss schedule updates on the program portfolio		
Kristen Stack	Project Management	FMO QA Testing Touchpoint call	2021-08-06	1.00

		FMO - Go-live plans, coordinate meetings with QA for testing and issue resolution, CCB Approvals, Go-no go meetings, go live plans		
		Upgrade - cont adding root cause, resolution to tickets		
Kristen Stack	Project Management	FMO - schedule updates, re schedule other FBC Projects to accommodate.	2021-08-31	4.00
		FMO - Plan review license ordering		
		Sheriff Office Invoice Mgt Script Meeting facilitation		
		Retiree Packet Annual Enrollment Meeting to discuss project schedule feasibility		
Kristen Stack	Project Management	FMO QA Testing Touchpoint - Review open issues, testing progress	2021-08-02	3.00
		FMO - Review Updated SRD with Fort Bend		
		Training Walkthrough/Prep		
		FMO Prod Licenses discussion		
Kristen Stack	Project Management	FMO - Temp Licenses for Training	2021-08-09	4.00
		FMO - Schedule UAT Status Calls		
		FMO - Internal issue log review and assignment to SEs		
		FMO - Follow up with Tania on additional training for ACI Piece		
		TrueSign Clerks - follow up on Stamp needed to complete the solution		
Kristen Stack	Project Management	FBC Proj Portfolio updates	2021-08-16	3.00
		FMO - Training correspondence with Tania.		
		FBC Project Portfolio updates, sprint planning prep - all projects		
		Mobile Device project requirements gathering for Demo, demo scheduling		
		Upgrade - Issue review internal with team		
		AP UPop URL Issue correspondence with Paula and issue assignment, review		
		Payroll Additional Doc Types - Deferred Comp Forms and Codes. Disburse to team. Work with team to update the Tech Specs Doc		
		Disk Group Migration - Coordinate and schedule meeting with FB IT and ISI		
		FMO - Internal Issue review and prep for touchpoint call		
		FMO - QA Testing Daily Touchpoint		
		Workview Issue - Follow up with Paula to see if CCB approved change. Was not- will go to CCB next week		
Kristen Stack	Project Management	EMS PAS Requirements gathering from team to present to Jason. Internal discussion on delay on providing requirements - project on hold notice to Tania.	2021-08-04	4.00
		FMO _ New requests review. What can we do, who can do, estimate of time required		
		FMO New request Jira assignments		
		Upgrade - Root Cause and Issue resolution addition to Jira tickets.		
		Sprint task review and updates for FBC		
Kristen Stack	Project Management	Schedule updates, travel for FMO Go-live discussions,	2021-08-30	4.00
		FMO Demo		
		FMO Issue review, Updates to FMO discussion, collaboration. Coordinate efforts with Hassaan on solution 'freeze'		
Kristen Stack	Project Management	Payroll doc types testing	2021-08-27	4.00
Kristen Stack	Project Management	FMO Onsite Training	2021-08-11	6.00
Kristen Stack	Project Management	FMO Onsite Training and UAT Kickoff	2021-08-12	4.00

		Inv Mgt Internal SRD Review		
		Inv Mgt - schedule meeting to review the SRD with Paula. Discuss incorporating the BRD in with the SRD		
		EMS Internal discussion to present options to FBC due to delays in supporting documentation from ACI - dayforward vs just backfile options		
		Upgrade - Internal review of issues, roadblocks, next steps		
		Update sprint tasks in Jira for FBC Projects		
Kristen Stack	Project Management	Update all FBC Project schedules to include QA testing. include WA Training sessions and a minimum of 2 weeks for QA to test. Additional end user training and UAT pushed out accordingly.	2021-08-17	4.00
		Payroll Doc Types changes		
		FMO Updates, planning, discuss changes requested, coordinate resources		
Kristen Stack	Project Management	Update project plans and schedules for FBC Portfolio	2021-08-25	4.00
		Rec Man - discuss go-live plans		
		Non-PO - CCB Approval request		
		Weekly Backlog planning for FBC Portfolio		
		BRD discussion - how do we need to incorporate into our SRD process		
Kristen Stack	Project Management	Mobile Device Demo	2021-08-24	4.00
		Sprint planning, FBC Project resourcing updates and set up,		
		EMS 837 followup/escalation continuance		
Kristen Stack	Project Management	Upgrade - Issue review with team, next steps, roadblocks?	2021-08-26	5.00
		Upgrade - schedule meeting with Jonathon and Matt for DMZ/Web Client issue		
		FMO/Upgrade- create additional users in Jira for QA Testing and Upgrade		
		Send list of Sprint Planning attendees to Tania and see if anyone was missed		
		Complete project portfolio updates and upload to BaseCamp		
		Sprint planning with Fort Bend		
		New Hire Packet - follow up with Paula on status of project. Do we need to start planning for Discovery?		
Kristen Stack	Project Management	Upgrade - Add punchlist items to Jira sent over from Jonathan. Assign out to team	2021-08-05	1.00
Sydney Simpson	FB Mobile Device Inventory Man	Gathering notes and questions for Tania	2021-08-03	0.50
Sydney Simpson	FB Mobile Device Inventory Man	Reviewing BRD and previous discovery notes; formulating questions on BRD to send back to Tania.	2021-08-17	3.00
Sydney Simpson	FB Mobile Device Inventory Man	Mobile Device additional Discovery and Design	2021-08-24	2.00
Sydney Simpson	FB Mobile Device Inventory Man	Mobile Device SRD Revisions	2021-08-27	4.00
Sydney Simpson	FB Mobile Device Inventory Man	Mobile Device SRD Revisions	2021-08-30	6.00
Sydney Simpson	Fort Bend EMS PAS Project	Reviewing feedback from Jason with Jerry	2021-08-04	0.50
Sydney Simpson	Fort Bend EMS PAS Project	Call with Jerry to discuss design modifications	2021-08-05	0.50
Sydney Simpson	Fort Bend EMS PAS Project	EMS Project Troubleshooting	2021-08-17	1.00
Sydney Simpson	Fort Bend EMS PAS Project	Project meeting to discuss difficulties with Zoll	2021-08-20	1.50
Sydney Simpson	Fort Bend EMS PAS Project	Conversation with Jerry and Hyland regarding the 835 module and PRA files.	2021-08-25	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Completed draft and sent to Matt/Clint for feedback	2021-08-02	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Touchbase call with QA team	2021-08-02	0.50
Sydney Simpson	Fort Bend Fire Marshal Permit IV	FMO SRD Updates	2021-08-03	2.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Meeting with FB and ACI	2021-08-03	1.50
Sydney Simpson	Fort Bend Fire Marshal Permit IV	FBFMU-38	2021-08-03	2.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	FMO status call	2021-08-03	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	FMO status call	2021-08-26	0.50
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Meetings with QA to review and resolve issues.	2021-08-04	1.50
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Updating training manual with changes made during QA testing	2021-08-04	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Discussion with FBIT leadership regarding ACI payment URL and security.	2021-08-04	0.50
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Migration tasks meeting followed by other meetings to discuss direction reversal and changing SRD again.	2021-08-06	3.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Test Environment Updates to Match Updated SRD	2021-08-09	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Checklist complete	2021-08-09	2.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	SRD Review meeting	2021-08-09	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Responding to questions via email for retesting after changes	2021-08-09	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Meeting with Kristen to go over training plans	2021-08-09	0.50
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Researching issue with actions being visible on the portal	2021-08-10	1.00

Sydney Simpson	Fort Bend Fire Marshal Permit IV	End user training	2021-08-11	8.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	End user training	2021-08-12	8.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Create User QuickGuide as per Puja's request	2021-08-23	2.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Addressing UAT issue to support Jyoti's demo to FB leadership	2021-08-25	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	FMO UAT Support	2021-08-31	1.00
Sydney Simpson	Fort Bend Fire Marshal Permit IV	Upgrade Status meeting	2021-08-02	0.50
Sydney Simpson	Fort Bend Inventory Manager	Writing SRD for standard solution	2021-08-02	2.00
Sydney Simpson	Fort Bend Inventory Manager	Writing SRD for standard solution	2021-08-04	2.00
Sydney Simpson	Fort Bend Inventory Manager	Writing SRD	2021-08-16	4.00
Sydney Simpson	Fort Bend Inventory Manager	Work on refining SRD	2021-08-17	1.00
Sydney Simpson	Fort Bend Inventory Manager	Completed draft of SRD, scheduled internal SRD review	2021-08-18	2.00
Sydney Simpson	Fort Bend Inventory Manager	Completed changes based on feedback from Andrea and Dave and sent to customer for review.	2021-08-19	4.00
Sydney Simpson	Fort Bend Inventory Manager	Inventory management SRD review with Project Launch Mgr & Team	2021-08-19	1.00
Sydney Simpson	Fort Bend Inventory Manager	SRD review meeting with Tania and Paula	2021-08-20	1.00
Sydney Simpson	Fort Bend Inventory Manager	Inv Mgt Design Review	2021-08-20	0.50
Sydney Simpson	Fort Bend Inventory Manager	Additional meeting required after direction of project called into question.	2021-08-24	1.00
Sydney Simpson	Fort Bend Inventory Manager	Additional demo for Beverly and other stakeholders	2021-08-24	0.50
Sydney Simpson	Sprint Planning and Status Calls	Sprint Planning	2021-08-10	1.00
Sydney Simpson	Sprint Planning and Status Calls	Sprint Planning	2021-08-19	1.00
Sydney Simpson	Sprint Planning and Status Calls	Weekly FB portfolio call	2021-08-02	0.50
Sydney Simpson	Sprint Planning and Status Calls	Weekly FB Portfolio Call Prep	2021-08-02	0.50
Sydney Simpson	Sprint Planning and Status Calls	Sprint planning meeting with FB	2021-08-05	1.00
Sydney Simpson	Sprint Planning and Status Calls	Portfolio review meeting	2021-08-09	1.00
Sydney Simpson	Sprint Planning and Status Calls	Portfolio review and sprint retro	2021-08-16	1.50
Sydney Simpson	Sprint Planning and Status Calls	Standup and upgrade issues meetings	2021-08-18	1.00
Sydney Simpson	Sprint Planning and Status Calls	Sprint planning meeting	2021-08-20	1.00
Sydney Simpson	Sprint Planning and Status Calls	Sprint review and retro, c/down	2021-08-30	0.50
Sydney Simpson	Payroll Doc Types	Demo with Payroll/Andrew	2021-08-02	0.50
Sydney Simpson	Payroll Doc Types	Demo Prep for Payroll	2021-08-04	1.00
Sydney Simpson	Payroll Doc Types	Demo with Payroll team	2021-08-05	1.00
Sydney Simpson	Payroll Doc Types	Setting up test scenarios and user accounts	2021-08-20	2.00
Sydney Simpson	OnBase Upgrade	Upgrade JIRA assignments	2021-08-27	1.00
Sydney Simpson	Non-PO Transmittal for Auditor	Discovery meeting and research	2021-08-05	2.00
Sydney Simpson	Non-PO Transmittal for Auditor	Reviewed notes from discovery meeting; discussion with Matt and Clint about design approach	2021-08-17	2.00
Sydney Simpson	Non-PO Transmittal for Auditor	Discussed with Clint; provided tech spec doc and estimates to Clint and Kristen for feedback before sending to Paula.	2021-08-18	2.00
Sydney Simpson	Non-PO Transmittal for Auditor	Completed tech spec and sent to Clint and Kristen	2021-08-18	1.00
Sydney Simpson	Non-PO Transmittal for Auditor	WBS analysis meeting	2021-08-23	0.50
Sydney Simpson	Non-PO Transmittal for Auditor	Tech Spec review with customer. Obtained signoff to start build	2021-08-27	1.00
Sydney Simpson	Non-PO Transmittal for Auditor	Review build progress with Rajiv	2021-08-31	0.50
Sydney Simpson	Mentoring and Training	Disk group migration for Dev and Test	2021-08-05	1.00
Sydney Simpson	Mentoring and Training	FMO JIRA Issue resolution assistance	2021-08-24	1.00
Sydney Simpson	Mobile Device Inventory & Data	Writing use cases for Mobile Device addendum	2021-08-23	4.00
Sydney Simpson	Mobile Device Inventory & Data	Completed SRD addendum and WBS task list.	2021-08-26	4.00
Sydney Simpson	Sheriff's Office Inventory Manager	SO Inv Mgt - Write Admin Guide	2021-08-25	2.00
Sydney Simpson	Sheriff's Office Inventory Manager	SO Inv Mgt - Transition to CC Documentation and process closing	2021-08-25	2.00
Jerry Bringard	FB TrueSign Purchasing	Adding keywords to documents, familiarizing myself with the business logic. Meeting with Rajiv and Matt	2021-08-03	2.00
Jerry Bringard	FB TrueSign Purchasing	Adding the workflow changes to the solution admin document	2021-08-23	0.50
Jerry Bringard	FB TrueSign Purchasing	Cleaning up the Workflow action names	2021-08-20	1.00
Jerry Bringard	FB TrueSign Purchasing	Cleanup the workflow and made changes based on meeting with Cassie	2021-08-18	2.00
Jerry Bringard	FB TrueSign Purchasing	Communication with Murad and Cassie. We have approval to move to test	2021-08-30	0.50
Jerry Bringard	FB TrueSign Purchasing	Continuing admin documentation	2021-08-20	0.50
Jerry Bringard	FB TrueSign Purchasing	Editing SRD for use case Paula wanted	2021-08-03	0.50
Jerry Bringard	FB TrueSign Purchasing	Editing the Admin Guide and the Test Plans	2021-08-26	2.00
Jerry Bringard	FB TrueSign Purchasing	Finished build documentation	2021-08-24	0.50
Jerry Bringard	FB TrueSign Purchasing	Finished up the documentation	2021-08-30	1.00
Jerry Bringard	FB TrueSign Purchasing	Finishing admin documentation	2021-08-24	0.50
Jerry Bringard	FB TrueSign Purchasing	Finishing unit testing . Go for system testing	2021-08-23	0.50
Jerry Bringard	FB TrueSign Purchasing	Finishing User Documentation	2021-08-24	0.50
Jerry Bringard	FB TrueSign Purchasing	Getting the Service bus set up on the WORKDEV01 server and meeting with Rajiv to discuss what I built for TrueSign	2021-08-12	2.00
Jerry Bringard	FB TrueSign Purchasing	Had to go back and reset the service bus settings because of new appserver we put up for EMS project. Had to edit the download script to perform a null check on the signer object to avoid exceptions on a rejection	2021-08-23	3.00
Jerry Bringard	FB TrueSign Purchasing	Initial build in DEV	2021-08-04	3.50
Jerry Bringard	FB TrueSign Purchasing	Initial Testing of the new TrueSign process	2021-08-18	2.00

Jerry Bringard	FB TrueSign Purchasing	Knowledge transfer with Fort Bend team	2021-08-31	1.00
Jerry Bringard	FB TrueSign Purchasing	Making changes that Matt and I talked about	2021-08-11	1.75
Jerry Bringard	FB TrueSign Purchasing	Making sure the test plans wre good, moving all documentation to the ImageSoft word template	2021-08-31	1.00
Jerry Bringard	FB TrueSign Purchasing	Making the Test plans for UAT	2021-08-25	3.00
Jerry Bringard	FB TrueSign Purchasing	Meeting with Matt and Rajiv to brainstorm a build plan	2021-08-02	0.75
Jerry Bringard	FB TrueSign Purchasing	Meeting with Matt to discuss ImageSoft Service Bus and make the Purchasing envelope	2021-08-16	1.00
Jerry Bringard	FB TrueSign Purchasing	Met with Cassie and Murad for signoff	2021-08-18	0.50
Jerry Bringard	FB TrueSign Purchasing	Moving to test and smoke testing	2021-08-31	2.00
Jerry Bringard	FB TrueSign Purchasing	Prepping for Demo, giving the Demo to Cassie, Paula, and Murad	2021-08-27	2.00
Jerry Bringard	FB TrueSign Purchasing	Ran the inspector and make changes pertaining to the changes for TrueSign Purchasing	2021-08-20	2.00
Jerry Bringard	FB TrueSign Purchasing	Reviewing other Admin Documentation Guides to familiarize myself with what this needs to be	2021-08-19	0.50
Jerry Bringard	FB TrueSign Purchasing	Reviewing work already done with Matt and having him make suggestions	2021-08-10	1.00
Jerry Bringard	FB TrueSign Purchasing	Starting the documentation for the workflow process	2021-08-13	2.50
Jerry Bringard	FB TrueSign Purchasing	Starting the user documentation	2021-08-13	1.00
Jerry Bringard	FB TrueSign Purchasing	System Testing with Matt. Making changes to workflow and testing again. Fixing the TrueSignSignerNoteld issue and retesting	2021-08-24	2.00
Jerry Bringard	FB TrueSign Purchasing	Talking with Sydney during AMA meeting about these items. Reaching out to Julian to get TrueSign user and admin documentation. Looking in internal OnBase for documentation.	2021-08-24	2.00
Jerry Bringard	FB TrueSign Purchasing	Unit testing the process	2021-08-19	3.00
Jerry Bringard	FB TrueSign Purchasing	Updating the user documentation guide	2021-08-19	0.50
Jerry Bringard	FB TrueSign Purchasing	Waiting for Cassie Leal in a meeting	2021-08-06	0.50
Jerry Bringard	FB TrueSign Purchasing	Working on the build notes	2021-08-19	1.00
Jerry Bringard	FB TrueSign Purchasing	Working on the timer for receiving the contracts and checking if they were signed	2021-08-09	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Added and tested the invoice transmittal from in the Submit to Auditor ad-hoc task	2021-08-06	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Added document type for Treasure stamp and added the attachment to the Invoice Transmittal unity form	2021-08-17	0.50
Jerry Bringard	Fort Bend EMS PAS Project	Adding the related items needed for the refund requests	2021-08-30	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Brainstorming getting the stamp on the unity form	2021-08-10	0.50
Jerry Bringard	Fort Bend EMS PAS Project	Call with Tania, Paula, and Meredith about next steps	2021-08-20	0.75
Jerry Bringard	Fort Bend EMS PAS Project	Communication with Jason and Hyland the PRA isn't needed, going in and removing the 835 EDI PRA process	2021-08-27	0.50
Jerry Bringard	Fort Bend EMS PAS Project	Completed giving the option to update the address and Payee first and Last name within the Submit to Auditor ad-hoc task	2021-08-05	3.00
		Completed Unit Testing		
Jerry Bringard	Fort Bend EMS PAS Project	THIS USE CASE HAS PASSED UNIT TESTING	2021-08-03	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Continued unit testing with the changes	2021-08-17	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Created Claim number keyword and talked with sydney about which documents it needs to be on and added it to documents and started planning on how to dynamically set ICN	2021-08-09	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Figuring out which fields didn't come across in the sample document and making a list to present to the Jason	2021-08-16	3.00
Jerry Bringard	Fort Bend EMS PAS Project	Finished testing the new doc type	2021-08-04	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Finished the build for this task	2021-08-10	0.25
		Finishing Unit Testing		
Jerry Bringard	Fort Bend EMS PAS Project	THIS USE CASE PASSED UNIT TESTING	2021-08-03	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Finishing ad hoc task. Except for the sender address	2021-08-02	1.75
Jerry Bringard	Fort Bend EMS PAS Project	Getting the Service type field to show correctly, meeting with Matt about how to schedule this. Reaching out to Jason about missing fields	2021-08-25	3.50
Jerry Bringard	Fort Bend EMS PAS Project	Made sure all of the documents had the correct user groups. Made sure the lifecycle, the queues, and all ad hoc tasks had correct user groups	2021-08-18	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Making format changes to the document	2021-08-04	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Met with Matt to troubleshoot stylesheets not working for unity client	2021-08-17	0.75
Jerry Bringard	Fort Bend EMS PAS Project	Removed everything UB04 related, added the invoice transmittal from to every submission of a refund request. Met with Sydney to discuss these changes	2021-08-17	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Researching PRA and responding to Hyland and reaching out to Jason	2021-08-26	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Spoke with Sydney and realized we only need a doc type for this not a doc comp template	2021-08-03	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Started unit testing	2021-08-02	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Starting unit testing	2021-08-02	3.00
Jerry Bringard	Fort Bend EMS PAS Project	Starting unit testing	2021-08-04	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Testing the changes made to the notifications	2021-08-30	1.00
Jerry Bringard	Fort Bend EMS PAS Project	Worked on getting the related documents together	2021-08-12	2.00
Jerry Bringard	Fort Bend EMS PAS Project	Working on getting the EOB documents to show up in the unity client	2021-08-20	1.50
Jerry Bringard	Fort Bend EMS PAS Project	Working with the 837 form to get it in the format it needs to be. Working with Rajiv on the stylesheet issue	2021-08-17	2.00

		Adding the notification for the requestor. Had to talk with Clint about how to get the total amount on the notification. Added related item exists rules to grab the amount.		
Jerry Bringard	Fort Bend Fire Marshal Permit N	Fixed the Manually Entered into ERS button to say "Closed" instead of "Coordinator Review"	2021-08-26	2.25
Jerry Bringard	Fort Bend Fire Marshal Permit N	Adding the notification to the FMO Users	2021-08-25	1.00
Jerry Bringard	Fort Bend Fire Marshal Permit N	Fixing the notification issues and spelling issues	2021-08-27	1.50
Jerry Bringard	Fort Bend Fire Marshal Permit N	Looking into the dynamic field enhancement	2021-08-26	0.50
Jerry Bringard	Fort Bend Fire Marshal Permit N	making changes after tickets were assigned back to me	2021-08-26	0.75
Jerry Bringard	Fort Bend Fire Marshal Permit N	Reviewed the issues on the FMO board. Tried to replicate the issue assigned to me and could not replicate it. Asked for a screenshot of the error and re-assigned back to Hassaan	2021-08-30	0.50
Jerry Bringard	Fort Bend Fire Marshal Permit N	Working on issues from FMO board	2021-08-31	1.50
Jerry Bringard	Retiree Packet	Fixing the email issue and the pages hiding when saved issue	2021-08-10	3.00
Jerry Bringard	Retiree Packet	Looking at issue for Matt	2021-08-24	0.25
Jerry Bringard	Retiree Packet	Making changes found during the meeting. City , state, and zip are now required. And Auth PHI shows on the correct field	2021-08-11	1.00
Jerry Bringard	Retiree Packet	Meeting with Matt, Paula, Regina, for UAT	2021-08-09	1.00
Jerry Bringard	Retiree Packet	Reviewing the Retiree Packet custom actions to prepare for the call	2021-08-06	1.00
Jerry Bringard	Retiree Packet	UAT meeting with Brenda and Matt	2021-08-17	0.75
Jerry Bringard	Retiree Packet	UAT meeting with FB stakeholders	2021-08-10	1.00
Jerry Bringard	Sprint Planning and Status Calls	FB Portfolio review and sprint retro	2021-08-16	1.50
Jerry Bringard	Sprint Planning and Status Calls	Fort Bend portfolio review	2021-08-09	1.00
Jerry Bringard	Sprint Planning and Status Calls	Internal sprint planning	2021-08-10	1.00
Jerry Bringard	Sprint Planning and Status Calls	Internal upgrade meeting, project review with Kristen	2021-08-18	0.50
Jerry Bringard	Sprint Planning and Status Calls	Organizing next sprint to account for the holiday	2021-08-27	1.00
Jerry Bringard	Sprint Planning and Status Calls	Planning my future sprints and trying to get go-lives lined up before the deadline	2021-08-06	2.00
Jerry Bringard	Sprint Planning and Status Calls	Sprint planning meeting with kristen and team	2021-08-20	2.00
Jerry Bringard	Sprint Planning and Status Calls	Sprint planning with Fort Bend	2021-08-05	1.00
Jerry Bringard	Sprint Planning and Status Calls	Sprint planning with Fort Bend	2021-08-19	1.00
Jerry Bringard	OnBase Upgrade	did production disk group migration	2021-08-12	1.00
Jerry Bringard	OnBase Upgrade	Fixed the issues in Dev and got the services running	2021-08-27	1.00
Jerry Bringard	OnBase Upgrade	Fixing advanced capture not processing. had to apply the license to WORKTEST01	2021-08-30	1.50
Jerry Bringard	OnBase Upgrade	Fixing the workview issue and communication with Esteban and Jonathan	2021-08-13	1.00
Jerry Bringard	OnBase Upgrade	Making document for migration steps. Meeting with Jonathan and Esteban tp discuss move to prod	2021-08-13	2.00
Jerry Bringard	OnBase Upgrade	Meeting with Paula and Jonathan and Esteban and discussing the move to prod and changing the steps and scheduling the move to prod meeting	2021-08-16	1.00
Jerry Bringard	OnBase Upgrade	Meeting with Rakim from Hyland	2021-08-09	0.50
Jerry Bringard	OnBase Upgrade	Move to Prod	2021-08-18	1.00
Jerry Bringard	OnBase Upgrade	Preparing for Prod migration. Making sure I have access to the new file path. Reviewing my notes from the Dev and Test migrations	2021-08-12	1.00
Jerry Bringard	OnBase Upgrade	Ran inspector on all 3 environments and stored the results	2021-08-09	1.00
Jerry Bringard	OnBase Upgrade	Ran the inspector in all 3 environments and saved the reports	2021-08-24	1.00
Jerry Bringard	OnBase Upgrade	Scheduling Hyland to be on the call, reviewing process for Disk group migration. Dev/Test migration	2021-08-05	2.00
Jerry Bringard	Records Management Solution	Fixing the departments drop down not populating issue	2021-08-31	1.00
Jerry Bringard	Records Management Solution	Going over the Import/Export process with Matt, making a list of steps for myself for the import/export. Setting up a place to put the export file and the Employees excel file	2021-08-23	2.50
Jerry Bringard	Records Management Solution	Reaching out to Murad to figure out status of the UAT re-test. Looking over Kyle's export notes. Scheduling time with Matt to go over how the export/import tool works	2021-08-19	0.50
Jerry Bringard	Records Management Solution	Reaching out to Sydney and Kyle for information on the project and looking over the information they sent me	2021-08-05	2.00
Jerry Bringard	Records Management Solution	Reviewing the documents sent over by sydney and kyle and familiarizing myself with the import tool	2021-08-11	4.00
Matt Leonard	FB TrueSign Purchasing	Review workflow	2021-08-16	1.00
Matt Leonard	FB TrueSign Purchasing	System testing	2021-08-24	2.00
Matt Leonard	Fort Bend EMS PAS Project	Internal discussions	2021-08-18	0.50
Matt Leonard	Fort Bend EMS PAS Project	Project Meeting	2021-08-20	1.00
Matt Leonard	Fort Bend EMS PAS Project	Review technical approach	2021-08-25	0.50
Matt Leonard	Fort Bend Fire Marshal Permit N	Meetings, discussions, updates to workflow, documentation for the week.	2021-08-06	4.00
Matt Leonard	Fort Bend Fire Marshal Permit N	Review issues	2021-08-17	1.00
Matt Leonard	Fort Bend Fire Marshal Permit N	Workflow adjustments	2021-08-11	4.00
Matt Leonard	Fort Bend Inventory Managemer	Customer SRD Review	2021-08-20	1.00
Matt Leonard	Sprint Planning and Status Calls	AP Non PO Discussion	2021-08-23	0.50
Matt Leonard	Sprint Planning and Status Calls	Backlog and resourcing, project planning, FMO review.	2021-08-31	2.00
Matt Leonard	Sprint Planning and Status Calls	Child support fix review	2021-08-25	1.00
Matt Leonard	Sprint Planning and Status Calls	FB technical review	2021-08-25	1.00
Matt Leonard	Sprint Planning and Status Calls	FB Travel approval for FMO Go-live - approval from Puja	2021-08-25	0.50
Matt Leonard	Sprint Planning and Status Calls	Sprint closedown and retro, travel discussions, FMO/Mobile planning	2021-08-30	2.00
Matt Leonard	Sprint Planning and Status Calls	Sprint Planning	2021-08-20	2.00

Matt Leonard	Sprint Planning and Status Calls	Sprint planning, team reviews, planning	2021-08-10	3.00
Matt Leonard	Sprint Planning and Status Calls	Sprint planning, team reviews, planning	2021-08-19	4.00
Matt Leonard	Sprint Planning and Status Calls	Support expectations and stand up	2021-08-25	1.00
Matt Leonard	Sprint Planning and Status Calls	Take Me Home discussion	2021-08-23	0.50
Matt Leonard	Paperless Retiree Package	Prep and meeting with FB team	2021-08-17	2.00
Matt Leonard	Paperless Retiree Package	UAT Testing	2021-08-11	1.00
Clint Frazier	FB Mobile Device Inventory Man	Internal meeting to discuss AM223	2021-08-02	0.50
Clint Frazier	FB Mobile Device Inventory Man	Inventory management SRD review with customer.	2021-08-20	1.25
Clint Frazier	FB Mobile Device Inventory Man	Mobile inventory review of WBS	2021-08-27	0.50
Clint Frazier	Fort Bend Fire Marshal Permit I	Check for disconnected sessions on all servers and workstations that we have access to, disconnect old sessions, disconnect OnBase sessions and lock OnBase accounts.	2021-08-23	2.00
Clint Frazier	Fort Bend Fire Marshal Permit IV	Finish changes for FMO labels, and document procedure for team	2021-08-27	3.50
Clint Frazier	Fort Bend Fire Marshal Permit IV	FMO - work on label changes and assist with workflow questions.	2021-08-26	3.00
Clint Frazier	Fort Bend Fire Marshal Permit IV	Issue review, resolve issue with amount comparison when entering payments.	2021-08-17	4.00
Clint Frazier	Fort Bend Fire Marshal Permit IV	Jira/issue review.	2021-08-13	0.50
Clint Frazier	Fort Bend Fire Marshal Permit I	Support requests for FMO changes, enhancements and fixes from Kristen and Sydney while they were onsite for training.	2021-08-12	4.00
Clint Frazier	Fort Bend Fire Marshal Permit IV	Support requests from Sydney and Kristen while on site for FMO training.	2021-08-11	1.50
Clint Frazier	Sprint Planning and Status Calls	Daily plannign meeint	2021-08-27	0.25
Clint Frazier	Sprint Planning and Status Calls	Daily planning call.	2021-08-03	0.25
Clint Frazier	Sprint Planning and Status Calls	Daily planning meeting	2021-08-25	0.25
Clint Frazier	Sprint Planning and Status Calls	Daily planning meeting.	2021-08-26	0.25
Clint Frazier	Sprint Planning and Status Calls	Daily project review.	2021-08-17	0.50
Clint Frazier	Sprint Planning and Status Calls	Daily project status and planning.	2021-08-18	0.50
Clint Frazier	Sprint Planning and Status Calls	Daily project status and planning.	2021-08-19	0.50
Clint Frazier	Sprint Planning and Status Calls	FB Program Portfolio Review.	2021-08-09	1.00
Clint Frazier	Sprint Planning and Status Calls	FBC Project review and daily standup	2021-08-02	1.00
Clint Frazier	Sprint Planning and Status Calls	Fort Bend technical review.	2021-08-25	1.00
Clint Frazier	Sprint Planning and Status Calls	Internal daily planning call.	2021-08-04	0.25
Clint Frazier	Sprint Planning and Status Calls	Internal sprint planning	2021-08-06	0.50
Clint Frazier	Sprint Planning and Status Calls	Meeting with Esteban and Jonathan to discuss dip, and other administrative functions they had questions about.	2021-08-26	1.00
Clint Frazier	Sprint Planning and Status Calls	planning meeting	2021-08-30	0.50
Clint Frazier	Sprint Planning and Status Calls	planning meeting	2021-08-31	0.50
Clint Frazier	Sprint Planning and Status Calls	Sprint planning meeting.	2021-08-20	1.00
Clint Frazier	Sprint Planning and Status Calls	Sprint planning with customer.	2021-08-05	1.00
Clint Frazier	Sprint Planning and Status Calls	Sprint planning with FBC Team	2021-08-19	1.00
Clint Frazier	Sprint Planning and Status Calls	Team sprint planning.	2021-08-10	1.00
Clint Frazier	Sprint Planning and Status Calls	Weekly FBC portfolio review, and sprint planning	2021-08-16	1.50
Clint Frazier	Payroll Doc Types	Emails with Paula to clarify requests for custom query and folder changes – subsequent meeting to clarify. Changes made in DEV, migration to test coordinated with Esteban and Jonathan for Monday.	2021-08-06	2.00
Clint Frazier	Payroll Doc Types	Export solution and document steps to migrate from Dev to Test	2021-08-09	1.50
Clint Frazier	Payroll Doc Types	Migration using Studio failed – manual recreation of workflow.	2021-08-09	4.50
Clint Frazier	Payroll Doc Types	Payroll changes, research and answering several emails from Paula, update technical specs document for Paula.	2021-08-13	5.00
Clint Frazier	Payroll Doc Types	Payroll Doc Types Solution review/testing	2021-08-02	0.50
Clint Frazier	Payroll Doc Types	Payroll testing, email with Paula, configuration changes.	2021-08-12	2.00
Clint Frazier	Payroll Doc Types	Review import and script – demo changes for customer.	2021-08-05	4.50
Clint Frazier	Payroll Doc Types	Reviewed notification configuration.	2021-08-04	1.00
Clint Frazier	Payroll Doc Types	Reviewed portfolio relationship configuration.	2021-08-04	1.00
Clint Frazier	Payroll Doc Types	Reviewed script configuration and import process.	2021-08-04	0.50
Clint Frazier	Payroll Doc Types	Reviewed workflow configuration.	2021-08-04	1.00
Clint Frazier	Payroll Doc Types	Testing of payroll solution, meeting with paula and team on file structure from Lawson. Rework and configuration as a result of testing	2021-08-11	5.00
Clint Frazier	Payroll Doc Types	Update script path and test import from Lawson share.	2021-08-13	0.50
Clint Frazier	Payroll Doc Types	Work with Sydney and provide responses for Paula’s emailed questions on the payroll items.	2021-08-19	0.50
Clint Frazier	OnBase Upgrade	Emails with Esteban and Hyland on the CA issue. Download and replace the 20.3.23.1000 files that had been deleted by someone.	2021-08-12	1.00
Clint Frazier	OnBase Upgrade	Finish transition to CC checklist.	2021-08-04	1.50
Clint Frazier	OnBase Upgrade	Follow up on several items, answering several emails from Jonathan, etc.	2021-08-27	1.00
Clint Frazier	OnBase Upgrade	Prepare for and execute after hours update for UPOP links to function without signatures.	2021-08-25	1.00
Clint Frazier	OnBase Upgrade	Review and update changes needed for EP3 remaining items for the change request.	2021-08-23	3.00
Clint Frazier	OnBase Upgrade	Review open issues with team, subsequently document next steps and reach out to Esteban and Jonathan.	2021-08-18	1.00
Clint Frazier	OnBase Upgrade	Review open issues, emails with Hyland, and Esteban on open issues.	2021-08-10	0.50
Clint Frazier	OnBase Upgrade	Review upgrade issues, reach out to Hyland to schedule time, etc.	2021-08-06	1.00
Clint Frazier	OnBase Upgrade	Troubleshoot and test the unity client relaunch error. Notify FBC of findings and request testing.	2021-08-16	1.50

Clint Frazier	OnBase Upgrade	Upgrade Transition to CC Documentation	2021-08-03	3.50
Clint Frazier	OnBase Upgrade	Work to build web apps on new external server.	2021-08-30	5.00
Clint Frazier	OnBase Upgrade	Work with Esteban and Jonathan to understand the outstanding tickets. Begin to document the changes that need to be made for their change management. Work with Rakim on UPOP issue, update team internal and external on resolution.	2021-08-20	6.00
Clint Frazier	OnBase Upgrade	Work with Esteban on CA issue.	2021-08-11	1.00
Clint Frazier	OnBase Upgrade	Work with Esteban to troubleshoot the document separation issue.	2021-08-09	1.00
Clint Frazier	AP - Streamline Non-PO (Covid) I	Follow-up email asking for next steps.	2021-08-05	0.25
Clint Frazier	Non-PO Transmittal for Auditor	AP - Non PO Estimates review.	2021-08-23	1.00
Clint Frazier	Non-PO Transmittal for Auditor	Review requirements with Sydney, connect and research the changes and design, create hours estimate.	2021-08-18	5.00
Clint Frazier	Non-PO Transmittal for Auditor	Review Tech Specs with customer	2021-08-27	1.00
RAJIV BAGALKOTI	FB TrueSign Purchasing	Sprint Planning	2021-08-20	1.00
RAJIV BAGALKOTI	FB TrueSign Purchasing	Sprint Planning	2021-08-27	1.00
RAJIV BAGALKOTI	FB TrueSign Purchasing	Standup meeting.	2021-08-17	0.25
RAJIV BAGALKOTI	FB TrueSign Purchasing	Meeting with FB part of the build for truesign in DEV server.	2021-08-12	2.00
RAJIV BAGALKOTI	Fort Bend EMS PAS Project	Configure the EDI 837.	2021-08-17	1.00
RAJIV BAGALKOTI	OnBase Upgrade	Installing Advanced Capture on DEV and TEST.	2021-08-27	2.00
RAJIV BAGALKOTI	Non-PO Transmittal for Auditor	Started testing SQL Query in MS SQL Analyzer and created first draft SQL Query to pull Vendor info from \[APVENLOC] table.	2021-08-31	3.00
RAJIV BAGALKOTI	Non-PO Transmittal for Auditor	Updated Unity forms.	2021-08-30	2.00
RAJIV BAGALKOTI	Non-PO Transmittal for Auditor	Discussion and email about the technical spec	2021-08-24	0.50
RAJIV BAGALKOTI	Non-PO Transmittal for Auditor	Continued...discussion about the technical spec	2021-08-25	1.00
RAJIV BAGALKOTI	Non-PO Transmittal for Auditor	Configuration changes and documentation	2021-08-30	2.00
RAJIV BAGALKOTI	Non-PO Transmittal for Auditor	Review changes done for the Keywords in DEV.	2021-08-31	0.25
Grand Total				492.25