

Dear Colleagues:

We have reached a critical stage of the Infor project as we prepare for go-live and have made great strides in toward this transition. This is a complicated project that impacts a large number of significant areas throughout our Health System. Therefore, it is critically important that it is fully tested and launched seamlessly. As a result, we have moved our go-live date from July 1 to October 1, 2018 in order to provide more time for the pre-launch testing that will ensure a successful implementation.

Some key considerations related to this change:

- **Mandatory Training Requirements:**

The requirement that mandatory training due on or before June 1, 2018 be completed by that date remains in effect, as does the expectation that failure to meet this deadline will result in disciplinary action up to and including termination on June 29, 2018. Timely completion of mandatory training is an ongoing expectation. Please refer to Kevin Myatt's email of May 24, 2018.

- **Performance Reviews:**

The change in the Infor go-live date will not impact the transition to a common review date later this Fall. Until this transition, you will continue to use the existing performance appraisal application and process. Additional information regarding transition to a common review date---including the streamlined process for FY 2019-- will be distributed within the next two weeks.

- **Infor Usability Testing:** Many managers have been selected or volunteered to participate in Usability Testing (UAT) to preview the system and provide feedback on features and functions. These sessions will proceed as planned and others may be added in the coming months.

- **Cutover and Go-Live Support:** The detailed plan to cutover and go-live with the new system will shift to the week leading into October 1. Details on system down-time windows will be communicated as the go-live date approaches.

- **Modification of PTO Blackout Dates:** The travel/PTO blackout dates in June and July (for areas supporting the July 1 go-live) have been lifted and will be reestablished around the new October 1 launch. Please be as flexible as possible in accommodating requests based on the new go-live date, and in working with staff who already have commitments in the time period surrounding the new launch.

In closing, we want to express our appreciation for the efforts of the many members of the YNHHS team who have been working tirelessly on the Infor project. With their dedicated work, we have made enormous progress. We are confident that with the added time we can assure the quality of our financial reporting, payroll processing, and continuity of operations as we transition to Infor Cloudsuite on October 1, 2018.

Sincerely,

The Project Infor Executive Steering Team:

Lisa Stump, SVP and CIO

Kevin Myatt, SVP and CHRO

Tom Newman, SVP Corporate Finance

Lorraine Lee, Chief Pharmacy Officer and VP Corporate Supply Chain