

## Internal Memorandum

**To:** LASERS Audit Committee

**From:** Ryan Babin, Audit Services Director

**CC:** Cindy Rougeou, Executive Director

**Date:** October 25, 2016

**Subject:** Imaging System Replacement Review (OPTIMUS Project)

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According to the fiscal year 2016 audit plan, the Audit Services Division was to perform the following related to the OPTIMUS project:

1. Review the Phase I requirements created by the OPTIMUS project team.

There are a total of seventy-four requirements for phase I including areas of functionality, compatibility, data migration, disaster recovery, audit trail, and user security. All audit comments were addressed by the project team and updates to the requirements were completed. Furthermore, the requirement list explains what needs to be achieved in order to determine if the outlined requirement was successfully met.

2. Review process workflows.

There are a total of forty workflows created in these example areas service retirement, service purchases, disability retirement, and rehired retirees. All audit comments related to the workflows were addressed by the project team and updates to the workflows were completed.

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