

# Change Order for Workday Postproduction

## Galveston Couty, TX

<b>Title:</b>	Galveston County, TX – Workday Postproduction		
<b>Date Require Initiated:</b>	5/8/2026		
<b>Critical Due Date:</b>	6/8/2026		
<b>Contract Number</b>	DIR-CPO-5965		
<b>Originator Name and Role:</b>	Tom Kraus, Optimization Project Manager		
<b>Type of Change: (Check all that apply):</b>	X	Scope	Requirements/Deliverables
		Schedule	Resources
	X	Budget	Other
<b>Contract Execution Date</b>	03/01/2025		

### I. Description of Change Requested

Galveston County has engaged Guidehouse to conduct a review of the Foundation Data Model (FDM) in preparation for the Annual Comprehensive Financial Report (ACFR). This effort will be performed in two phases. The first phase will focus on ACFR readiness and will include support for required updates to the FDM, including population of EIBs as needed within Workday. The second phase will consist of a comprehensive, holistic review of the FDM to assess overall structure and usage, with Guidehouse providing recommendations for potential improvements and future updates.

Specifically, Galveston has requested the following areas of scope be included, but limited to, for this review:

- Chart of Accounts
  - Spend Categories
  - Revenue Categories
  - Ledger Accounts
- Ledger Account Summaries
- Pooled Cash Configuration
- Funds
- Cost Centers
- Worktags
- Worktag Hierarchies
- Required Reports
- Identification of any underutilized or unused functionality

Galveston’s objective is to ensure alignment with GAAP and ACFR reporting requirements, while also identifying opportunities to improve efficiency and reduce processing time. Guidehouse will provide detailed recommendations based on the results of this review.

### II. Impact Assessment

**1. Scope Change**

- Expand the scope to include a two-phase review of the Workday Foundation Data Model (FDM), consisting of ACFR readiness support followed by a comprehensive, holistic FDM assessment.

**2. Schedule/Milestone Changes**

- None

**3. Risk Analysis**

- No project risks anticipated

**4. Assumptions**

- Assumptions stated in the original contract remain unchanged

**5. Cost Impact**

Total Cost Impact - \$11,381

- Part 1 – ACFR FDM Review
  - Estimated Hours: 30
  - Estimated Cost: \$7,587
- Part 2 – Comprehensive / Holistic FDM Review
  - Estimated Hours (in addition to Part 1): 15
  - Estimated Cost (in addition to Part 1): \$3,794

**6. Authorization**

Acceptance of this Change Request: Authorization to proceed/approval.

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Galveston County Executive Sponsor/Approver Signature



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Date

05/29/2026

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Guidehouse Inc. Partner/Approver Signature

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Date