



MEMORANDUM

TO: Members, Select Committee on Capital Financing & Investments  
Members, Joint Appropriations Committee

FROM: Dawn Williams, Deputy State Treasurer

DATE: April 24, 2023

SUBJECT: Workflow Automation Report, April 2023  
LSO Report ID 1481

Pursuant to 2022 Wyoming Session Laws, Chapter 51, Section 2, Section 004, Footnote 9, I provide the following information:

- (i) *The status of and any expenditure regarding project plan milestones and deliverables achieved or missed for accounting workflow automation.*

For the last two years, the State Treasurer's Office (STO) has been aggressively pursuing modernization and upgrade of its investment accounting software. In December 2021 we contracted with Broadridge to begin the process. We aligned our transition to the new system to coincide with the beginning of the new fiscal year and biennium, July 1, 2022. The upgrade is occurring in three phases. In Phase 1 we established a new chart of accounts, manager and custodial data feeds and generally laid the groundwork for the new system. During Phase 2 we are fine-tuning data aggregation and reconciliation processes, creating the directives module and refining the distributions process. We anticipate the third phase to include upgrades and services that we become aware of during implementation of Phases 1 and 2 that will bring value to the overall success of the project.

Phase 2 of the Broadridge/QED workflow initiative project continues to progress well with some enhancements being updated in production.

- The business process improvements from Phase 1 that require revisions are close to being completed. STO has completed User Acceptance Testing (UAT) and reported our findings to Broadridge.
- The Phase 1 Investment Earnings by Manager report has been completed and deployed to production.
- Enhancement to the apportionment and distribution module is complete and deployed to production. STO training and distribution processing occurred on 04/18/2023.
- Statewide accounting system (WOLFS) interface enhancements are complete and deployed to production.
- Collection of the managers' data continues to progress but at a slower pace than the rest of the project. This can be expected during the beginning phases of rolling out the Letter of Authorizations (LOA) and the need for a machine-readable format file.

The detailed task plan for Phase 2 of the Workflow Initiative is attached (Attachment A).



CURTIS E. MEIER, JR.  
WYOMING STATE TREASURER

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DAWN A. WILLIAMS, DEPUTY STATE TREASURER

Expenditures to date: \$493,836

- (ii) *The status of and any expenditure regarding project plan milestones and deliverables achieved or missed for the order management system (OMS).*

On February 1, 2022 the State Treasurer's Office entered into a contract with Bloomberg Finance to provide an order management system (OMS). An OMS is a software system that facilitates and manages the execution of trade orders. This system will interface with the accounting software. The OMS implementation project is complete.

Expenditures to date: \$468,405.86

- (iii) *The status of and any expenditure regarding project plan milestones and deliverables achieved or missed for contractual accounting assistance.*

At the end of January 2022, the Office retained KPMG to assist with reconciling investment accounts and to provide observations and recommendations for improving our processes and procedures related to investment accounting. KPMG completed the requirements of that contract. We have retained KPMG through June 30, 2023 to assist us any other issues we encounter that will require additional support. Currently, there are no projects in process.

Expenditures to date: \$312,335.25

Cc: Treasurer Meier  
Investment Funds Committee

# ATTACHMENT A

## Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
<b>Remaining Deliverables from Phase 1</b>							
Investment Earnings for Income and GNL (previously: T064)	WYSTO, Broadridge		Phase 1	04/30/2023	In Progress	99%	STO, Broadridge testing and finalizing
Investment Earnings by Manager (previously: Colorful T064)	WYSTO, Broadridge		Phase 1	04/30/2023	Complete	100%	Deployed to production
Investment Earnings by Pool, Type (previously: At A Glance)	WYSTO, Broadridge		Phase 1	04/30/2023	In Progress	99%	STO, Broadridge testing and finalizing
<b>Distributions Redirections and JV Interface</b>							
Redirection of units resource gathering	Broadridge	8	10/03/2022	10/04/2022	Complete	100%	Deployed to production
Create the Business Requirement Documents	Broadridge	32	10/05/2022	10/14/2022	Complete	100%	
Client approval of Business Requirements Documents	WYSTO		11/09/2022	11/09/2022	Complete	100%	
Development review of BRD	Broadridge	5	11/16/2022	11/17/2022	Complete	100%	
Coding of Table and Runtime options.	Broadridge	120	11/17/2022	02/09/2023	Complete	100%	
QA testing	Broadridge	40	12/29/2022	02/14/2023	Complete	100%	
QA coding changes	Broadridge	40	01/12/2023	02/14/2023	Complete	100%	
Deployment plan	Broadridge	24	02/15/2023	02/15/2023	Complete	100%	
Deploy patch in UAT	Broadridge	1	02/16/2023	03/03/2023	Complete	100%	
UAT testing	WYSTO		02/20/2023	03/31/2023	Complete	100%	
Deploy patch in Production	Broadridge	1	04/14/2023	04/17/2023	Complete	100%	
<b>Daily Balancing, Undistributed Income Report/Process</b>							
Resource gathering	Broadridge	25	TBD	TBD	Future task		On hold per WYSTO's recommendation. Will revisit once WYSTO's has revamp the balancing process internally.
Create Business Requirements Document	Broadridge	24	TBD	TBD	Future task		
Establish success criteria for QA and UAT testing	WYSTO		TBD	TBD	Future task		
Create test plan & test cases for QA & UAT testing	WYSTO		TBD	TBD	Future task		
Client approval of Business Requirements Document	WYSTO		TBD	TBD	Future task		
Development review of Business Requirements Document	Broadridge	4	TBD	TBD	Future task		
Coding QED Balancing	Broadridge	48	TBD	TBD	Future task		
QA testing	Broadridge	16	TBD	TBD	Future task		
QA coding changes	Broadridge	8	TBD	TBD	Future task		
Move report to UAT Environment	Broadridge	1	TBD	TBD	Future task		
UAT Testing in accordance with the test plan	WYSTO		TBD	TBD	Future task		
Approval of QED Balancing Report/Process Replacement	WYSTO		TBD	TBD	Future task		
Move report to Production Environment	Broadridge	1	TBD	TBD	Future task		
<b>Investment Balance Sheet Report/Process</b>							
Resource gathering	Broadridge	25	TBD	TBD	Future task		Mutually agreed task date extension for prioritization of managers data.
Create Business Requirements Document	Broadridge	20	TBD	TBD	Future task		
Establish success criteria for QA and UAT testing	WYSTO		TBD	TBD	Future task		
Create test plan & test cases for QA & UAT testing	WYSTO		TBD	TBD	Future task		
Client approval of Business Requirements Document	WYSTO		TBD	TBD	Future task		
Development review of Business Requirements Document	Broadridge	4	TBD	TBD	Future task		
Table for controlled disbursement from Wells Fargo feed	Broadridge	8	TBD	TBD	Future task		
Procedure/script to upload Controlled Disbursement data	Broadridge	8	TBD	TBD	Future task		
Coding Investment Balance Sheet	Broadridge	32	TBD	TBD	Future task		
QA testing	Broadridge	16	TBD	TBD	Future task		
QA coding changes	Broadridge	8	TBD	TBD	Future task		
Move report to UAT Environment	Broadridge	1	TBD	TBD	Future task		
UAT Testing in accordance with the test plan	WYSTO		TBD	TBD	Future task		
Approval of Investment Balance Sheet Replacement	WYSTO		TBD	TBD	Future task		
Move report to Production Environment	Broadridge	1	TBD	TBD	Future task		
<b>Ownership (PSA) Report/Process</b>							

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Ownership (PSA) resource gathering	Broadridge	4	TBD	TBD	Future task		Mutually agreed task date extension for prioritization of managers data
Create Business Requirements Document	Broadridge	24	TBD	TBD	Future task		
Establish success criteria for QA and UAT testing	WYSTO		TBD	TBD	Future task		
Create test plan & test cases for QA & UAT testing	WYSTO		TBD	TBD	Future task		
Client approval of Business Requirements Document	WYSTO		TBD	TBD	Future task		
Development review of Business Requirements Document	Broadridge	6	TBD	TBD	Future task		
Create table/process for JPM ownership percentages data	Broadridge	8	TBD	TBD	Future task		
Procedure/script to upload JPM ownership percentages	Broadridge	8	TBD	TBD	Future task		
Coding Ownership percentages	Broadridge	60	TBD	TBD	Future task		
QA Testing	Broadridge	24	TBD	TBD	Future task		
QA coding Changes	Broadridge	12	TBD	TBD	Future task		
Move report to UAT Environment	Broadridge	1	TBD	TBD	Future task		
UAT Testing in accordance with the test plan	WYSTO		TBD	TBD	Future task		
Approval of Ownership (PSA) Report/Process Replacement	WYSTO		TBD	TBD	Future task		
Move report into Production Environment	Broadridge	1	TBD	TBD	Future task		
<b>BIA General Ledger</b>							
Setup and Config hard close process	Broadridge	4	TBD	TBD	Future task		Manager data must be loaded prior to BIA GL setup
Select begin date for hard close process through end date.	WYSTO		TBD	TBD	Future task		
General Ledger resource gathering	WYSTO, Broadridge	8	TBD	TBD	Future task		
Create the Business Requirements Document	Broadridge	24	TBD	TBD	Future task		
Establish success criteria for QA and UAT testing	WYSTO		TBD	TBD	Future task		
Create test plan & test cases for QA & UAT testing	WYSTO		TBD	TBD	Future task		
Client approval of Business Requirements Document	WYSTO		TBD	TBD	Future task		
Define Chart of accounts	WYSTO		TBD	TBD	Future task		
Establish/configure general ledger reference tables	Broadridge	16	TBD	TBD	Future task		
Custom config and modification of GL module	Broadridge	8	TBD	TBD	Future task		
Client complete Debit/Credit mapping of transaction types	WYSTO		TBD	TBD	Future task		
Convert client debit/credit to cross-mappings tables by fund	Broadridge	80	TBD	TBD	Future task		
Perform QA testing	Broadridge	40	TBD	TBD	Future task		
Training on the hard close and general ledger processes	Broadridge	1	TBD	TBD	Future task		
Move to UAT Environment	Broadridge	4	TBD	TBD	Future task		
Perform UAT Testing	WYSTO		TBD	TBD	Future task		
Approval of BIA General Ledger for Manager's Recon	WYSTO		TBD	TBD	Future task		
<b>Data Aggregation and Reconciliation - Part 1 (Custodian data)</b>							
Account Recon from Manager List Provided by WYSTO	Broadridge	10	09/06/2022	09/08/2022	Complete	100%	
Resolve exceptions from account recon and provide data	WYSTO		09/30/2022	09/30/2022	Complete	100%	
Cash Key Setup	Broadridge	10	09/30/2022	10/04/2022	Complete	100%	
Derivatives Data Source (TBD Dependent on Data Source)	WYSTO		10/04/2022	10/31/2022	Complete	100%	
<b>Data Aggregation and Reconciliation - Part 2 (Manager data)</b>							
Draft Letter of Authorization, Coordinate with Broadridge	WYSTO, Broadridge	16	09/12/2022	09/16/2022	Complete	100%	
Readiness/Timing for Letter of Authorization to Managers	WYSTO	40	09/19/2022	10/31/2022	Complete	100%	
<b>Manager Data Agg- Grosvenor A</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	03/03/2023	N/A	N/A	On going relationship with WYSTO is winding down
<b>Manager Data Agg- Goldman Sachs</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	01/12/2023	01/13/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Global Evolution</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	01/12/2023	01/12/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- JPM MBS</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	01/12/2023	01/12/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Metlife</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	01/12/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	01/11/2023	01/16/2023	Complete	100%	
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	01/16/2023	01/31/2023	Complete	100%	
Sharefile Setup	Broadridge	1	01/18/2023	01/19/2023	Complete	100%	

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Test File Receipt	Broadridge		03/31/2023	TBD	In Progress	75%	
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	02/06/2023	TBD	In Progress	50%	
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Bloomberg (includes 12 manager accounts)</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	01/12/2023	TBD	In Progress	50%	
Sharefile Setup	Broadridge	1	01/18/2023	01/18/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- JPM Extended Cash</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	TBD	In Progress	25%	Pending WYSTO agreement with manager
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	01/11/2023	01/11/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Accel-KKR</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Access Venture Partners</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Arrowstreet International</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	0%	Initial communications with manager
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Atalaya</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	0%	Initial communications with manager
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Barings</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	03/03/2023	N/A	N/A	On going relationship with WYSTO is winding down
<b>Manager Data Agg- BlackRock (PE)</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/08/2023	03/08/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- BlackRock (SmallCap)</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	02/24/2023	TBD	In Progress	50%	
Sharefile Setup	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Cheyenne Capital</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			



**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Clarion Lion</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Cohen &amp; Steers</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	75%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	03/06/2023	TBD	In Progress	50%	
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Dragoneer</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Eaton Vance</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	50%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/15/2023	03/15/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Finisterre</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- GTCR</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Hamilton Lane Nowood</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Harding Loevner</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	75%	
Setup Locked Manager Directory	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	11/29/2021	11/30/2021	Complete	100%	
Sharefile Setup	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	03/16/2023	TBD	In Progress	50%	
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	03/17/2023	TBD	In Progress	50%	
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Harvest</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	75%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	02/27/2023	02/28/2023	Complete	100%	
Sharefile Setup	Broadridge	1	02/27/2023	02/27/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- KKR</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- M&amp;G</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	0%	Initial communications with manager
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Macquarie</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Morgan Stanley</b>							

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/20/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/20/2023	03/20/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Nautic</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Neuberger</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/20/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Northern Trust</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/20/2023	04/10/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	04/10/2023	04/10/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	04/11/2023	TBD	In Progress	50%	
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Northwood</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Octagon</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/22/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/22/2023	03/22/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Payden</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	50%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	03/02/2023	03/02/2023	Complete	100%	
Sharefile Setup	Broadridge	1	03/02/2023	03/02/2023	Complete	100%	

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- PIMCO</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Realterm</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/21/2023	03/21/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- SC Capital</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/21/2023	03/21/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- State Street</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Stepstone</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- TA Realty</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			



**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- UBS</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Valor</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	03/21/2023	03/22/2023	Complete	100%	
Sharefile Setup	Broadridge	1	03/21/2023	03/21/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Van Berkom</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Veritas</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	10%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/21/2023	03/21/2023	Complete	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- Wellington</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	03/20/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	03/21/2023	03/21/2023	Complete	100%	
Manager Test File Receipt	Broadridge		03/20/2023	TBD	In Progress	50%	
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	03/22/2023	TBD	In Progress	50%	
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Manager Data Agg- West River</b>							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	
Setup Locked Manager Directory	Broadridge	1	TBD	TBD			
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	TBD	TBD			
Sharefile Setup	Broadridge	1	TBD	TBD			
Manager Test File Receipt	Broadridge		TBD	TBD			
Setup manager in mySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	TBD	TBD			
Create Cross Mapping	Broadridge	5	TBD	TBD			
Create Initial Balance Forward File	Broadridge	5	TBD	TBD			
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	TBD	TBD			
QA Testing	Broadridge	10	TBD	TBD			

**Broadridge/QED Workflow Initiative Project - Phase 2**

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
<b>Reconciliation: Configure Pair Off Tool (after Manager Data Agg tasks above)</b>							
List of data elements for reconciliation	WYSTO		TBD	TBD			
Create reconciliation templates	Broadridge	10	TBD	TBD			
Auto creation of reconciliation QA	Broadridge	30	TBD	TBD			
QA testing	Broadridge	30	TBD	TBD			
Auto creation of reconciliation UAT	Broadridge	15	TBD	TBD			
UAT Testing	WYSTO		TBD	TBD			
<b>Directives IPAS Module</b>							
Start process for QA, UAT, and Production iPAS environment	Broadridge	1	TBD	TBD			
Setup QA iPAS environment	Broadridge	20	TBD	TBD			
Setup UAT iPAS environment	Broadridge	20	TBD	TBD			
Setup Production iPAS environment	Broadridge	20	TBD	TBD			
Resource gathering	Broadridge	16	TBD	TBD			
Create the Business Requirements Document	Broadridge	24	TBD	TBD			
Client approval of Business Requirements Document	WYSTO		TBD	TBD			
Development review of BRD	Broadridge	6	TBD	TBD			
Provide requested branding titles/logos	WYSTO		TBD	TBD			
Purchase web certification	WYSTO		TBD	TBD			
Development Effort	Broadridge	350	TBD	TBD			
QA testing	Broadridge	40	TBD	TBD			
QA code changes	Broadridge	80	TBD	TBD			
Build deployment plan	Broadridge	24	TBD	TBD			
Move to UAT	Broadridge	8	TBD	TBD			
UAT testing	WYSTO		TBD	TBD			
Move to Production	Broadridge	8	TBD	TBD			