



MEMORANDUM

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

FROM: Dawn Williams, Deputy State Treasurer

DATE: June 29, 2023

SUBJECT: Workflow Automation Report, June 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.

The business process improvement reports from Phase 1 are currently being tested by STO with some modifications needed to sign off and move into production. We anticipate a completion date of July 31st, 2023 for most of the reports.

Phase 2 of the Broadridge/QED Workflow Initiative project has progressed over the past month with two managers, Payden and Wellington in User Acceptance Testing (UAT). STO is currently working with Broadridge on re-baselining the project plan to meet a December 31st, 2023 implementation deadline for most of the managers. With the re-baselining of the project plan, there will be date changes and additional steps added to the current project plan that is attached to this memorandum as Appendix A. This will provide a more comprehensive plan that will make it easier to identify milestones and expedite any remediation actions to keep the project on track.

Earlier this month we discussed our concerns about the lack of progress on the project, which has yielded oversight by the major stakeholders at Broadridge, two additional resources being dedicated to the Workflow Automation managers project and a new project manager.

Expenditures to date: \$560,074



CURTIS E. MEIER, JR.
WYOMING STATE TREASURER

DAWN A. WILLIAMS, DEPUTY STATE TREASURER

- (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, we do not anticipate renewing the contract.

Expenditures to date: \$312,335.25

Cc: Treasurer Meier
Investment Funds Committee

APPENDIX A

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Remaining Deliverables from Phase 1							
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
Distributions Redirections and JV Interface							
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%	
Daily Balancing, Undistributed Income Report/Process							
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		
Investment Balance Sheet Report/Process							
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		
Ownership (PSA) Report/Process							

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		
BIA General Ledger							
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		
Data Aggregation and Reconciliation - Part 1 (Custodian data)							
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%	
Data Aggregation and Reconciliation - Part 2 (Manager data)							
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%	
Manager Data Agg- Grosvenor A, B, C, D, E							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	TBD	In Progress	10%	Back in Scope per our conversation with the 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	04/25/2023	04/25/2023	Completed	100%	
Manager Test File Receipt	Broadridge		TBD	TBD			

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Setup manager in MySQL dataagg.banks	Broadridge	2	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	12/30/2022	12/30/2022	Completed	100%	
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			
Manager Data Agg- Goldman Sachs							
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	01/13/2023	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			
Manager Data Agg- Global Evolution							
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			
Manager Data Agg- JPM MBS							
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			

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			
Manager Data Agg- Metlife							
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%	
Manager Test File Receipt	Broadridge		03/31/2023	05/10/2023	Complete	100%	
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			
Manager Data Agg- Bloomberg (includes 12 manager accounts)							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	12/20/2022	05/19/2023	Complete	100%	Kick-Off meeting with Broadridge and Bloomberg to provide common format data files 06/23/2023
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			
Manager Data Agg- JPM Extended Cash							
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	01/11/2023	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			

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			
Manager Data Agg- Accel-KKR							
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	06/05/2023	06/05/2023	Completed	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			
Manager Data Agg- Access Venture Partners							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	Internal review per our discussion with Manager. Verifying if manager is out of scope
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			
Manager Data Agg- Arrowstreet International							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	The manager requires a Non-Disclosure Agreement with Broadridge. Currently, investigating.
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			

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Signoff	WYSTO		TBD	TBD			
Manager Data Agg- Atalaya							
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			
Manager Data Agg- Barings							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	03/03/2023	N/A	N/A	Out of Scope
Manager Data Agg- BlackRock (PE)							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	25%	Non-responsive
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			
Manager Data Agg- BlackRock (SmallCap)							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	03/30/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	06/14/2023	06/14/2023	Complete	100%	
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	02/24/2023	06/14/2023	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	TBD	TBD			
File Movement Setup/Testing/Archiving inbound	Broadridge	5	TBD	TBD			
Data Aggregation Analysis/Validation	Broadridge	15	03/03/2023	05/22/2023	Complete	100%	
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			

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Data Agg- Cheyenne Capital							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	04/26/2023	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	05/15/2023	05/15/2023	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			
Manager Data Agg- Clarion Lion							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	04/21/2023	In Progress	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	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			
Manager Data Agg- Cohen & Steers							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	03/29/2023	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	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		04/17/2023	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	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			
Manager Data Agg- Dragoneer							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	03/06/2023	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	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			
Manager Data Agg- Eaton Vance							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	06/15/2023	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	03/15/2023	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			
Manager Data Agg- Finisterre							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- GTCR							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	10%	Non-responsive
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			

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
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			
Manager Data Agg- Hamilton Lane Nowood							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	03/23/2023	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	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		05/25/2023	05/25/2023	Complete	100%	
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	05/25/2023	TBD	In Progress	20%	
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			
Manager Data Agg- Harding Loevner							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/27/2023	TBD	In Progress	90%	
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	04/14/2023	04/18/2023	Complete	100%	
Sharefile Setup	Broadridge	1	02/24/2023	02/24/2023	Complete	100%	
Manager Test File Receipt	Broadridge		05/12/2023	05/12/2023	Complete	100%	
Setup manager in mySQL dataagg.banks	Broadridge	2	03/16/2023	TBD	In Progress	50%	
File Movement Setup/Testing/Archiving inbound	Broadridge	5	06/07/2023	06/07/2023	Complete	100%	
Data Aggregation Analysis/Validation	Broadridge	15	03/17/2023	TBD	In Progress	80%	
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			
Manager Data Agg- Harvest							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	02/10/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	06/02/2023	06/02/2023	Complete	100%	
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		06/07/2023	06/07/2023	Complete	100%	
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			
Manager Data Agg- KKR							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- M&G							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	10%	Verifying if manager is out of scope
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			
Manager Data Agg- Macquarie							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- Morgan Stanley							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/20/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- Nautic							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- Neuberger							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/20/2023	TBD	In Progress	10%	Non-responsive
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			

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
Manager Data Agg- Northern Trust							
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			
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			
Manager Data Agg- Northwood							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- Octagon							
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		03/13/2023	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			
Manager Data Agg- Payden							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	03/02/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	03/06/2023	03/27/2023	Complete	100%	

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	03/02/2023	03/02/2023	Complete	100%	
Sharefile Setup	Broadridge	1	03/02/2023	03/02/2023	Complete	100%	
Manager Test File Receipt	Broadridge		03/02/2023	03/29/2023	Complete	100%	
Setup manager in mySQL dataagg.banks	Broadridge	2	03/06/2023	03/06/2023	Complete	100%	
File Movement Setup/Testing/Archiving inbound	Broadridge	5	05/26/2023	05/31/2023	Complete	100%	
Data Aggregation Analysis/Validation	Broadridge	15	03/02/2023	03/29/2023	Complete	100%	
Create Cross Mapping	Broadridge	5	05/16/2023	05/22/2023	Complete	100%	
Create Initial Balance Forward File	Broadridge	5	05/23/2023	05/26/2023	Complete	100%	
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	06/01/2023	06/01/2023	Complete	100%	
QA Testing	Broadridge	10	06/02/2023	06/22/2023	Complete	100%	
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
Manager Data Agg- PIMCO							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	25%	Non-responsive
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			
Manager Data Agg- Realterm							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- SC Capital							
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			

Broadridge/QED Workflow Initiative Project - Phase 2

Description	Responsible	Contract Hours	Start Date	End Date	Status	% Complete	Notes
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			
Manager Data Agg- State Street							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	06/23/2023	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	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	06/23/2023	TBD	In Progress	10%	
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			
Manager Data Agg- Stepstone							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- TA Realty							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	5%	Out of Scope
Manager Data Agg- UBS							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- Valor							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	25%	
Setup Locked Manager Directory	Broadridge	1	02/13/2023	05/19/2023	Completed	100%	
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		05/23/2023	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			
Manager Data Agg- Van Berkom							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Non-responsive
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			
Manager Data Agg- Veritas							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	TBD	In Progress	10%	Non-responsive
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			

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			
Manager Data Agg- Wellington							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	01/30/2023	03/20/2023	Complete	100%	
Setup Locked Manager Directory	Broadridge	1	03/06/2023	05/25/2023	Complete	100%	
Obtain and Whitelist IP Address Range for File Transfer	Broadridge	2	03/06/2023	03/24/2023	Complete	100%	
Sharefile Setup	Broadridge	1	03/21/2023	03/21/2023	Complete	100%	
Manager Test File Receipt	Broadridge		03/20/2023	04/26/2023	Complete	100%	
Setup manager in mySQL dataagg.banks	Broadridge	2	03/06/2023	05/25/2023	Complete	100%	
File Movement Setup/Testing/Archiving inbound	Broadridge	5	03/07/2023	03/07/2023	Complete	100%	
Data Aggregation Analysis/Validation	Broadridge	15	03/22/2023	04/26/2023	Complete	100%	
Create Cross Mapping	Broadridge	5	05/16/2023	05/23/2023	Complete	100%	
Create Initial Balance Forward File	Broadridge	5	06/01/2023	06/01/2023	Complete	100%	
Setup Handlers in MySQL (Position, Transaction, Sec Master)	Broadridge	5	06/01/2023	06/01/2023	Complete	100%	
QA Testing	Broadridge	10	05/16/2023	05/23/2023	Complete	100%	
Manager Data Load	Broadridge	5	TBD	TBD			
Manager Signoff	WYSTO		TBD	TBD			
Manager Data Agg- West River							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	02/21/2023	TBD	In Progress	10%	Verifying if manager is out of scope
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			
Manager Data Agg- Ares							
Confirmation, Agreement of Common Format Approach	Broadridge, WYSTO	11	04/17/2023	05/08/2023	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	04/18/2023	04/18/2023	Complete	100%	
Manager Test File Receipt	Broadridge		05/08/2023	05/08/2023	Complete	100%	
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	05/08/2023	TBD	In Progress	5%	
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			
Reconciliation: Configure Pair Off Tool (after Manager Data Agg tasks above)							
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			
Directives IPAS Module							
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			