

## **Project Plan: Full System Build-Out – Town of Lake Park**

### **Project Name: Town of Lake Park – Full Tyler System Build-Out**

**Project Goal:** To fully configure and implement the following Tyler modules for the Town of Lake Park:

- **Permit**
  - **Planning**
  - **Code Enforcement**
  - **Business/Professional Licensing**
  - **GIS Integration**
  - **Citizen Self-Service (CSS) Portal**
  - **Conversion**
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### **Project Scope**

#### **Modules to Configure:**

- Permit Management
- Planning & Zoning
- Code Enforcement
- Business/Professional Licensing
- GIS (Geographic Information System)
- Citizen Self-Service (CSS) Portal

#### **For Each Module:**

- Case Types
- Workclasses
- Workflows
- Custom Field Layouts (Applications)
- Inspections
- Fees & Fee Templates
- Reviews / Item Reviews
- Reports & Documents
- GIS Integration (Map Layers, Parcels, Location Matching)

- User Roles & Security Setup

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## Deliverables

Deliverable	Description	Owner
Case Type Configuration	All relevant case types entered into system	Tyler
Workflows	Mapped and configured for each module	Tyler
Fee Schedules	Set up based on provided data	Tyler
Inspections	Configured with inspection types, templates	Tyler
Reports/Documents	Updated and customized	Tyler
CSS Portal	Branded and functional	Tyler
GIS Integration	Address/parcel data and maps working with cases	Tyler
User Access	Roles and permissions configured	Tyler
Conversion	Converting Legacy System Data to EPL	Tyler
Training	End-user training sessions complete	Tyler
UAT Completion	Final sign-off after testing	Town of Lake Park

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## Timeline (Phased Approach)\*

Phase	Description	Dates	Owner
1. Requirements Gathering	Town staff provides case types, fees, workflows, etc.	August 01 – Oct 31	Town
2. Configuration	Build out system per module and testing Configuration with Town for any corrections prior to UAT.	Oct 01 – Jan 31	Tyler
3. Internal QA	Vendor performs internal testing	Jan 19-Feb 27	Tyler/Town
4. UAT	User Acceptance Testing by Town	Feb 9- March 20	Tyler/Town
5. Training	Conduct training sessions	July 2026 Estimate	Town

Phase	Description	Dates	Owner
6. Conversion	Convert Legacy System over to EPL; multiple passes	Feb 2026-June 2026 Estimate	Tyler/Town
7. Go-Live	Full system live	August 2026 Estimate	Tyler/Town
8. Post-Go-Live Support	Bug fixes, adjustments	August 2026 Estimate	Tyler/Town

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## Responsibilities

### Town of Lake Park Will Provide:

- Case Types & Workclasses
- Business & Professional License Types
- Workflows
- Application Layouts (Custom Fields)
- Fees & Fee Templates
- Users & Roles
- Inspection Types
- Reviewers
- Code Enforcement Violations
- Attend weekly meetings
- Schedule and attend Software Testing with Tyler Team

### Tyler Technologies Will:

- Build all modules and configurations
- Update existing documents and reports
- Integrate GIS with all modules
- Conversion
- Provide configuration support
- Conduct internal QA and assist with UAT
- Train Town staff

- Provide go-live support

\*Note: The Timeline is a estimate of the dates, meaning that as it stands with the current work being completed, that will be the GoLive date is set for August 2026. The Date can move up dependant upon work and phases being completed sooner than listed on the timeline.