

# WorkSource Governance Committee Structure

## Effective 3/30/21

### Agency Strategy

Agency Governance Committee

#### Includes ESD Business and IT Executive Sponsors

- Focuses on ESD Agency-wide Information & Technology Enterprise Business strategy
- Monitors execution; and makes decisions related to prioritization, budget requests, change of scope, business value, delays impacting other projects, etc.
- Determines the availability of funds and sources; evaluates programs to fund
- Defines, evaluates and directs the System of Governance for the Employment Security Department

### WorkSource Strategy

## STRATEGIZE & DECIDE

WorkSource I&T Steering Committee

#### Includes Employment Connections (Agency) and Local Workforce Development Board (Partner) Executive sponsors

- Focuses on WorkSource System-wide (the "WS System") Information & Technology Enterprise Business strategy
- Ensures WS System strategic alignment with agency-wide directives, legislative and program compliance
- Monitors and evaluates local & regional Workforce investments where appropriate, for system-wide alignment and strategic business value
- Defines the business continuity policies, objectives and scope for the WS System
- Evaluates and directs the System of Governance for the WS System (see *WorkSource Governance Team* below)
- Evaluates and directs stakeholder engagement management
- Determines the sources and availability of funds; evaluates and directs vendor relationships and contracts
- Monitors WS System Portfolio performance and execution; makes decisions related to project & initiative approval and sponsorship, prioritization, budget requests, change of scope, compliance, risk, and impacts to other projects & initiatives
- Ensures work priorities are aligned with business, technology and service solutions that meet the needs of job seekers, employers, and staff
- Performs proactive problem management
- Refers issues it cannot solve to the WorkSource Governance Team and/or the Agency Governance Committee

WorkSource Governance Team

#### Includes WorkSource System Executive Sponsors

- Defines, evaluates and directs the System of Governance for WorkSource system-wide projects & initiatives; does *not* focus on local-only investment portfolio governance
- Defines, evaluates and directs the Business Intake & Analysis processes for evaluating project and initiative requests; business value; and determining sources and availability of funds
- Evaluates and directs value optimization, portfolio reporting, change, risk and resource management processes
- Defines, evaluates and directs the WS Governance Communications Management Plan and Strategy; including inter-committee information sharing for initiatives that impact service delivery and operations at Agency-wide, WS System-wide, or localized Workforce levels
- Sets the standards for forming WS standing and ad-hoc committees; including bylaws, nominations, and change requests

### WorkSource Management

## MANAGE & ADVISE

WorkSource Advisory Committee

#### Includes LWDB, EC and Agency IT stakeholders; Operational Managers; Business Analysts; and Program SME's

- Monitors WS portfolio execution (work plan, roadmap, budget, benefit realization; resources, risks, impacts & changes); addresses risks; submits recommendations to WS Steering Committee for decision-making
- Monitors a given project's execution (work plan, scope, budget, benefit realization; resources, risks, impacts & changes); addresses risks; submits recommendations to WS Steering Committee for decision-making
- Aligns control activities embedded in execution processes with enterprise objectives; develops and manages program- and project-level governance
- Reviews requests for budget increase, scope changes, and/or schedule extensions; submits requests & recommendations to WS Steering Committee for decision-making
- Monitors execution of stakeholder engagement management, vendor relationships & contracts
- Executes the WS Communications Plan and provides Portfolio health, roadmap, capacity & risk reporting to the WS Steering Committee
- Manages and executes the Intake & Business Analysis function for new service and technology requests, and enhancement requests; nominates Intake & Analysis team members
- Performs proactive WS Portfolio problem management
- Refers issues it cannot solve to the WorkSource Steering Committee for decision-making

Intake & Analysis Function

#### Advisory Committee Subset Team

- Receives and analyzes partner and agency requests for new technology, enhancements, and services
- Organizes teams for evaluation; assigns Business Analyst(s) who direct and manage the evaluation process workflow (Enterprise, Regional or Local); routes requests with agency-wide impact to the Agency Governance Committee
- Ensures participation of appropriate workgroups and SMEs required to properly evaluate each request – i.e. Program, Policy, Compliance, Product, Security, IT Systems, Data & Architecture, PMO, etc.
- Produces project time, resource, budget, value and impact estimates
- Delivers Analysis' to the WS Advisory Committee for review before presenting to the WS Steering committee for voting & prioritization
- Maintains log and provides status reporting for requests submitted through Intake for analysis

### WorkSource Operations

## EXECUTE

Workgroups

#### Includes PMO, Operational Business Unit Managers, Agency and LWDB Workforce Staff

- Drives project work plans and tracks resources, capacity, effort, and funding
- Manages project portfolio roadmap and tracking tools focusing on status, performance and issues reporting
- Sets, maintains and ensures standards for project management and project governance
- Manages a given project's execution (work plan, scope, budget, benefit realization); addresses risks
- Delivers the communication strategy; executes change and risk management procedures
- Manages and maintains templates, tools, artifacts and technology
- Manages budget and provides updates for funding support as needed
- Manages contracts and vendor relationships, performance, risk & compliance