

**Highlights** | The Project’s supplemental decision package request has been proposed as “fully fund” in the Governor’s Budget Bill. The project hosted its first Sprint Review on 12/19/2023 focused on self-registration (post single sign-on). Started Sprint 2. Procured some of the key tools: AccelQ automated testing software which supported testing / quality assurance progress in Sprint 2. Steering Committee approved WIT Training Strategy & Approach.

| Overall Status | Budget | Risk  | Schedule | Scope | OCM   |
|----------------|--------|-------|----------|-------|-------|
| Green          | Green  | Green | Green    | Green | Green |

**Project Status Notes**  
 Overall status will always default to the “lowest” category rating.

All categories (Project budget, scope, schedule, risk, and OCM) remain “Green.” Project successfully completed Sprint 1. Completed all planned tasks, conducted a comprehensive sprint review and retrospective, achieving project milestone. ESD has run into problems securing development tools and contracts timely. Mitigation plan drafted and put into action immediately.

|   | Stakeholder Engagement / Relations   | Technical  | General  |
|---|--|--|--|
| <p><b>Start Date*:</b><br/>August 2021</p> <p><b>End Date:</b><br/>February 2026</p> <p><small>*Monthly status reporting began January 2022</small></p> | <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>Hosted first quarterly Change Management Community of Practice.</li> <li>Amplified the opportunities for Sprint Review engagement and user feedback.</li> <li>Approved WIT Project’s Training Strategy &amp; Approach.</li> <li>Successfully completed Sprint 1 Self-Registration.</li> <li>Engaged with stakeholders in first round of feedback from live Sprint Review.</li> <li>LDP highlight work focused on customer registration questions and answers would be reflected in CMS.</li> <li>Engaged advisory group to perform data cleanup for TAA and Eligibility touchpoints and Open durational services.</li> </ul> | <ul style="list-style-type: none"> <li>Testing Started on Sprint 1 Feature Development</li> <li>Documented AccelQ test automation transition plan (collaboration between Launchpad and ESD)</li> <li>Documented QA Process in ADO.</li> <li>QA Environment setup completed including access for QA Testers.</li> <li>Modified / created new test cases and imported into Azure DevOps.</li> <li>Prioritized automation suites based on test-cases that passed manual testing.</li> </ul> <p><b>Data Migration:</b> Successfully completed Sprint 19 and started Sprint 20.</p> <ul style="list-style-type: none"> <li>LP drafted Data Migration Plan.</li> <li>Evaluated NGTS usage for local Employers data enrichment regarding (NAICS, Tax id, Addresses).</li> <li>Designed process to capture data quality for data mapping and validation with standard templates.</li> <li>Enabled data quality validation steps for the migrated data.</li> <li>Defined the data driven workflow and dashboard for data completeness metrics.</li> </ul> | <ul style="list-style-type: none"> <li>Onboarded the WIT Technical Delivery Manager.</li> <li>Reposted Lead Data Management position.</li> <li>Completed ADO 201 training.</li> <li>Scheduled WIT Project Teaming activities to foster healthy project culture and collaboration.</li> <li>Launchpad has secured temporary licenses for Google Places API and BrowserStack software.</li> <li>Hosted conversations around accessibility testing tools.</li> <li>The Project’s supplemental decision package request has been proposed as “fully fund” in the Governor’s Budget Bill.</li> <li>AccelQ (Automated testing platform) and LambdaTest procurement completed. Licenses are issued. Meeting scheduled to prepare for Security Design Review process with OCS.</li> <li>LambdaTest (Device compatibility platform) has made it through SUIT (Strategic use of Information Technology)</li> </ul> |

**Product and Development Corner--- New section beginning December 2023**

**December 2023 Highlights**

- Sprint 1 (11/29 – 12/19/23) | Self-service registration flow:** this sprint included the flow for registration after a user is logged in but did not include the actual implementation of Secure Access Washington’s single sign on functionality.
- Sprint successfully completed 12/19/2023.** No features met the definition of done due to delays in the procurement of testing software, incomplete setup in the QA environment, and some development work not being feature complete.

**January 2024 themes**

- Sprint 2 (12/20/23 – 1/9/24) | Self-service registration flow:** this sprint included the flow for registration after a user is logged in but did not include the actual implementation of Secure Access Washington’s single sign on functionality. Also includes additional work around environment readiness.
- Sprint 3 (1/10 – 1/30/24) | Intake registration flow:** this sprint is anticipated to address the progressive intake process. Note that sprint goals are defined during sprint planning, based on the increments completed to date.

| What is needed from Leadership?         | Project Risk & Issues  |
|---|--|
| No requests this month from Leadership. | No very high risks (risk rating +20).<br>New Issue: #180830--- ESD has run into problems securing development tools and contracts timely (M. Griffith). Mitigation plan drafted 12/14/2023 and put into action immediately. Expect to resolve 1/15/2024. |

| Stakeholder Engagement / Relations  | Technical   | General  |
|---|---|--|
| <p><b>Executive Sponsor:</b><br/>Cami Feek</p> <p><b>Project Managers:</b><br/>Linda Kleingartner<br/>Reddy Varakantham</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Plan for next 30 days</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> WIT Customer Experience Survey and Research Pool Phase 2 Kick-off focusing on Customer Digital Experience.</li> <li><input type="checkbox"/> Continuing Staff-Customer Journey Work (Business Services, Edge Case Identification) started MSFW planning with stakeholders.</li> <li><input type="checkbox"/> Distribute the next Communications Packet to promote sprint engagement and accessing the recordings.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting scheduled to discuss Azure App-Insights for telemetry logging.</li> <li><input type="checkbox"/> Continue to refine DevOps and testing processes.</li> </ul> <p><b>Data Migration:</b> Continue working on Sprint 20 and Start Sprint 21.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ESD to review and finalize Launchpad's Data Migration Plan.</li> <li><input type="checkbox"/> Complete definitions of Data migration strategy with Launchpad.</li> <li><input type="checkbox"/> Complete fixes of Jobseeker PIRL logic and Employers population as baseline migration universe.</li> <li><input type="checkbox"/> Performed gap analysis of entities related to waiver and TAA training revision.</li> <li><input type="checkbox"/> Perform the changes of latest schema version with Launchpad.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Secure licenses for Google Places API.</li> <li><input type="checkbox"/> Onboard Dev Ops engineer. Make selections and offers for the 2 Application Developer Journey positions.</li> <li><input type="checkbox"/> Secure Salesforce &amp; Launchpad licensing for 2024.</li> <li><input type="checkbox"/> Initiate RFQQ for security testing &amp; security support contractor(s).</li> <li><input type="checkbox"/> Initiate Training Plan development for the WorkSource system staff.</li> <li><input type="checkbox"/> Initiate the ISG Quality Assurance contract renewal.</li> <li><input type="checkbox"/> The sponsorship coalition to sign off on updates to Project Charter and Project Management Plan.</li> </ul> |

