Highlights | The Project teams are storming through the development sprint cycles to ensure clean, sustainable practices. This is a highly collaborative process with ESD and IT Vendor and early focus to move this towards normal best practices is positive. Receiving actionable Sprint Review feedback from WorkSource staff.

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." Completed Sprints 2 & 3. Completed all planned tasks, conducted comprehensive sprint reviews and retrospectives (1/9, and 1/30). Worked hard to close the single project Issue (ESD securing development tools and contracts timely).

	Stakeholder Engagement / Relations	Technical	General

Start Date*:
August 2021
 	
End Date:
February 2026
 	
*Monthly status reporting began January 2022
 	
(Highlights)
	• Engaged stakeholders in Sprint Reviews 1/9 and 1/30/24. Continuous review of feedback (very actionable thus far).
	• Started Veterans Digital Experience Journey - WSWA
	• Presented WIT Project Purchase work flow to WIT Implementation Team.
	• Finalized purchase of LWDB Launchpad licenses for 2024 and cost-reimbursement contracts for Lead Development Partner project engagement.
	• Met with Data Migration Advisory team to evaluate the status of data cleaning & updates of new fields.
		Core Product: Successfully completed Sprints 2 & 3; started Sprint 4-see below.
		• CICD pipeline prototype with folder structure and branching strategy.
		• Initiated discussion on Azure App-Insights for telemetry logging.
		Data Migration: Successfully completed Sprint 20 and started Sprint 21.
		• Data mapping and identify scripts for Military, Personal and Contact information (Job Seeker).
		• Definition and validation of the jobseeker's migration universe based on: Local Programs, Self-services (RI), State EcSA and Federal PIRL.
		• Enabled a data migration status traceability dashboard at table column granularity from data mapping to loaded status.
		• Enabled a centralized data pipeline to consolidate data sources both new dashboards of Data Completeness and Traceability.
		• Evaluated the data quality and integrity bugs found at extraction.
		• Analysis and conducted Contact Fields initial version defined by product design.
		• Conducted the schema changes using in-house tools for SQL procedures & tables.
			• Onboarded Dev Ops engineer & Communications Consultant 5.
			• Completed recruitment for the following positions:
			  ○ IT Application Developer Journeys starting 2/1.
			  ○ RAS Application Developer Journey starts 2/16.
			• Discussed with Launchpad reqs for System Admin Journey Position
			• Continue efforts to fill the Lead Data Management position.
			• Team development activities: WIT Planning Team StrengthsFinder training, Data Migration Team – Communication Styles.
			• Hosted conversations around accessibility testing tools.
			• OCS Security Design Review process prep meeting scheduled.
			• Completed Annual Licenses Purchase for the following software:
			  ○ Salesforce and Launchpad annual licenses
			  ○ Manual testing with LambdaTest tool
			  ○ Planning Poker
			  ○ Miro Board

Core Product and Development Corner--- *New section added December 2023*

January 2024 Highlights

• **Sprints 2 (12/20/23 – 1/9/24) and 3 (1/10 – 1/30/24) |** focused on self-service registration flow after a user is logged in but did not include the actual implementation of Secure Access Washington's single sign on functionality. Completed "Progress Bar" development work that was carried from Sprint 2. Completed foundational work around environment readiness.

January summary on the sprints: January's development and testing focused on building reusable components that will increase system flexibility for future changes in Dept. of Labor reporting requirements and business needs. This resulted in more technical effort up front, for long-term savings and flexibility. A test automation strategy was finalized to ensure multi-browser compatibility, while balancing the workload of manual testing.

February 2024 focus

• **Sprint 4 (1/31 – 2/19/24) | Intake registration flow:** this sprint is anticipated to begin the build of the progressive intake process. Once complete, this will enable job seekers to move from 'reportable individual' level services to staff-assisted services while maintaining PIRL compliance. (Note that sprint goals are defined during sprint planning, based on the increments completed to date.)

The product team is continuing to work on their Staff-Customer Journey work (currently MSFW, Veterans and business services), developing the Worksource.wa site map and home page, and will always be carefully analyzing the Sprint's feedback received.

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Page 1

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What is needed from Leadership?	Project Risk & Issues
No requests this month from Leadership.	No very high risks (risk rating +20). Closed Issue: #180830--- ESD has run into problems securing development tools and contracts timely (M. Griffith).

Stakeholder Engagement / Relations	Technical	General

Executive Sponsor:
Cami Feek

Project Managers:
Linda Kleingartner

Reddy Varakantham

Plan for next 30 days

- ☐ WIT Customer Experience Survey and Research Pool Phase 2 launch (first 2-weeks of Feb).
- ☐ Send Communications Packet 2/12 to promote sprint engagement and access the recordings. Check in with Communicators 2/26.
- ☐ Host quarterly Change Management Community of Practice on 2/29.

Core Product: Continue working on Sprint 4 and start Sprint 5
- ☐ Complete CI/CD Proof of Concept and continue code deployment process plans.
- ☐ Continue to refine DevOps and testing processes. Training scheduled for AccelQ.

Data Migration: Continue working on Sprint 21 and start Sprint 22.
- ☐ ESD to review and finalize Launchpad's Data Migration Plan.
- ☐ Complete definitions of Data migration strategy with Launchpad.
- ☐ Complete fixes of Jobseeker PIRL logic and Employers population as baseline migration universe.
- ☐ Perform gap analysis of entities related to waiver and TAA training revision.
- ☐ Perform the changes of latest schema version with Launchpad.

- ☐ Secure licenses for Google Places API.
- ☐ Onboard 2 Application Developer Journey staff (2/1 and 2/16).
- ☐ Continue efforts and review for Security consultant & services RFQQ.
- ☐ Training plan development is underway. WIT Trainer to begin visiting some WorkSource Offices.
- ☐ Extend contract for third party Quality Assurance vendor.
- ☐ Recruit for Communications Consultant 4.

2024 Project Timeline

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Page 2