

WIT Replacement- Phase 1 Project Status Update

Link to WPC Project page: <https://wpc.wa.gov/wswa/wit-replacement-project> | Link to: [OCIO Project Dashboard](#).

Reporting Period
August 1 – August 31, 2022
Target Published 9/9/2022

Highlights | Received IT Vendor proposals and completed steps 1 & 2 of the six-step evaluation process. Completed and socialized for comment the first draft of the organizational change management plan. Received approval on the OCIO Investment Plan. Conducted first round of Agile training for interested parties.

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

Project Status Notes

Project status remains unchanged. All areas progressing as planned or ahead of schedule.

		Stakeholder Engagement / Relations	Technical	General
Start Date*: August 2021 End Date: June 2024 <i>*monthly status reporting began January 2022</i>	Highlights	<ul style="list-style-type: none"> Offered “Agile Training” to Steering Committee and at the 8/26/22 Town Hall (~250). Socialized the draft Organizational Change Management strategy so that localized planning can be supported. Exploring different solutions to increase the ability to use a shared platform (e.g. Teams, SharePoint site) for LWDB and ESD project document collaboration. Finished the Q-Trac scheduling system gap analysis. Created a mechanism to provide pre-packaged materials, key takeaways and talking points for the “preferred communicators.” Conducted stakeholder review on the RESEA journey map draft. Articulated the process for staff to sign-up to observe the September bidder demos and October workshops. 	<ul style="list-style-type: none"> Received IT vendor bids (8/7/2022) and completed all proposal review and scoring by 8/24/2022 (1 week ahead of target). Prepared for and scheduled IT bidder product demonstrations to occur between 9/12 – 13/2022. Began the planning for the Technical evaluation (step 4) and the Planning Workshops (step 5) of the IT Vendor evaluation process. Implement the data migration plan to include preparations to convene the data migration team. Began discovery of the Phase 2- Labor Exchange 	<ul style="list-style-type: none"> Completed the Contract Manager recruitment (starts 9/1/2022). Continued efforts working with ESD-Human Resources Class & Compensation to secure Business Analyst and Associate Product Manager. The Communications Specialist CC4 moved into recruitment. Received OCIO approval for Investment Plan on 8/8/2022. Expanding the Project Management Plan – Resource section to outline draft details on the Vendor Management Plan. Prepared updates to the Decision Package to reflect the amended approach and estimated vendor costs (technology low-code solution with labor exchange as part of Phase 2). Due in September 2022. Finalized and approved the Steering Committee’s Charter & By-laws.
	Plan for next 30 days	<ul style="list-style-type: none"> <input type="checkbox"/> Begin the local development of the Organizational Change Management plans (total of 13). <input type="checkbox"/> Implement the use of a shared platform (for LWDBs and ESD) project documentation and collaboration. <input type="checkbox"/> Finish the Q-Trac scheduling system gap analysis. <input type="checkbox"/> Distribute pre-packaged materials, key takeaways and talking points for the “preferred communicators.” 	<ul style="list-style-type: none"> <input type="checkbox"/> Host IT Bidder product demonstrations- 9/12 and 9/13- provided an avenue for WorkSource staff to observe and provide feedback. <input type="checkbox"/> Host IT Technical evaluations (step 4 of the bid process). <input type="checkbox"/> Finalize preparations for the October IT bidder workshop(s). <input type="checkbox"/> Implement the data migration team and begin the development of the data migration strategy, risks, and schedule planning. <input type="checkbox"/> Continue combing through lessons learned and project details for other technical solutions to identify future related technology risks and parameters ESD may want to consider (this activity will continue until IT Vendor is selected). 	<ul style="list-style-type: none"> <input type="checkbox"/> Support any questions related to the updated Decision Package. <input type="checkbox"/> Finalize the Project Management Plan, to include the Vendor Management details and circulate the update.

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What is needed from Leadership?	High Risk / Issues
01. None this month.	There are currently no high risks with risk rating of 20+ (highest score is 25).

