

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](#).

Highlights | Received DES approval for delegated authority for IT vendor procurement. Formal risk management process has begun and will be fully activated with mitigations by end of May 2022. Completed site visits for initial observations and interviews. Hosted 2nd Town Halls 4/22/2022 ~ 375 people in attendance.

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

Project Status Notes

As noted in January 2022 Status Report- the following activities must complete to move from yellow to green: 1) Risk management- last step is to develop mitigation plans (due 5/26/22) then move to a continuous process; and 2) scope (dependent upon the defined “MVP” (minimum viable product) is reviewed and approved and Advisory Team work plans are in place to address the high level project activities).

| | | Stakeholder Engagement / Relations | Technical | General |
|--|-----------------------|---|--|--|
| <p>Start Date*: August 2021</p> <p>End Date: June 2024 <small>*monthly status reporting began January 2022</small></p> | Highlights | <ul style="list-style-type: none"> Hosted 4/22/2022 Town Halls (2 sessions, AM & PM). Very positive feedback and created a ~20 min. “must share” video of Product Manager’s summary of the insights and product design. Completed the last site visit in Walla Walla. Began hosting working sessions with the RFP teams. Project Delivery group (#6)’s work reviewed by Advisory Committee. Persona research & development-added additional Staffer Roles to interview based on stakeholder feedback. This was kicked off 4/25/2022. Developed extended Journeymap Template to capture program level details. Circulated OCM assessments to establish baseline change management and communication metrics (468 responses). | <ul style="list-style-type: none"> Received additional delegated authority Letter from Department of Enterprise Services for the IT vendor procurement. Secured the Product Manager to support WIT replacement project and WorkSource System (ETO enhancements). Determined technical resource plan to recruit positions provided from approved Decision Package. Completed 1st draft of the project’s Investment Plan and Gated Funding Technology Budget (OCIO deliverables). Reviewed the ETO enhancement strategy with Advisory Committee, linking the importance of considering downstream impacts on this project. | <ul style="list-style-type: none"> Received 8 Quality Assurance Vendor proposals and began the evaluation process. Completed the project schedule with known project activities. Initiated the risk management plan with logging & reporting on risks. Routed version 1.0 of the Project Communications Plan to Advisory Committee for input and comment. Completed Advisory Committee Charter recommendation for I&T Steering Committee. |
| <p>Executive Sponsor: Cami Feek</p> <p>Project Manager: Linda Kleingartner</p> | Plan for next 30 days | <ul style="list-style-type: none"> <input type="checkbox"/> Revisit representation for Change Management Advisory Team and plan kick-off meeting to include orientation to organizational change management. <input type="checkbox"/> Focus on RESEA and WIOA Persona-Journeymap research & development. <input type="checkbox"/> Analyze OCM assessment results to inform change management plan. <input type="checkbox"/> Route balance of RFP team’s recommendations to Advisory Committee (<i>carry over from last month</i>). | <ul style="list-style-type: none"> <input type="checkbox"/> Socialize and seek support from Executive Steering Committee on the ETO enhancement strategy, along with the formation of an Advisory Committee Data Migration team (in June). <input type="checkbox"/> Socialize the technical “white-paper” around the technical goals and information brief on sub-systems (<i>carry over from last month</i>). <input type="checkbox"/> Outline projected ITSD staffing levels associated with each of the technical platforms considered. | <ul style="list-style-type: none"> <input type="checkbox"/> Interview and select the Quality Assurance Vendor to start in June 2022 (<i>carry over from last month</i>). <input type="checkbox"/> Gated Funding Budget Kick-off meeting with OCIO and project staff (scheduled for 5/2/2022). <input type="checkbox"/> Finalize and approve version 1.0 of the Project Communications Plan (<i>carry over from last month</i>). <input type="checkbox"/> Complete risk management process activation with complete mitigations strategies. <input type="checkbox"/> Continue efforts to secure candidate for the Contract Manager position. |

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| What is needed from Leadership? | High Risk / Issues |
|---|--|
| 01. Decisions outlined in the 5/3/22 I&T Steering Committee agenda. 02. Review Communications Plan for approval when received (expect 5/19/22) | Risk mitigations are in progress, with initial set due by 5/26/2022. Future risks will be assessed and have mitigation plans developed within 5 business days. Below is the list of high risks with risk rating of 20+ (highest score is 25). The risk rating is expected to be reduced after a mitigation strategy is in place to reduce probability, impact or both. <ol style="list-style-type: none"> If IT Vendor cost is higher than estimated / approved decision package– risk owner: Nona Mallicoat If ETO data has quality issues effecting migration – risk owner: Michael Luchini If the stakeholder engagement does not garner trust and instill confidence in the ability to deliver – risk owner: Linda Kleingartner |

