WIT Replacement- Phase 1 Project Status Update

Highlights | Project initiation and planning activities are in high gear, pulling the relevant and thoughtful work from the past, and infusing clear new strategies and practices for Project success. Strong intention to leverage existing WorkSource I&T Steering Committee governance structures in Project design and deliverables is underway. Recognizing the need for high "community" engagement (LWDB and field / regional offices), careful attention to creating visible and transparent 2-way communication mechanisms are critical next steps for planning.

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

Project Status Notes	Overall status will always defer to the "lowest" dashboard rating between budget, risk, schedule, scope and organizational change management (OCM). The project budget is dependent upon Decision Package approval/ funding that is currently in 2022 Legislative Session review. Once funded, the project budget will move to green. Project Risk will remain yellow until project risks are categorized, assessed and mitigation plans are developed. This project is high risk, and the current culture and historical challenges will need careful attention to properly "learn from the past" and establish the conditions for project success. Key to this is building a visible and transparent project delivery and implementation structure. Project Scope will remain yellow until two factors are resolved: a defined "MVP" (minimum viable product) is reviewed and approved and Advisory Team work plans are in place to address the high level project requirements.

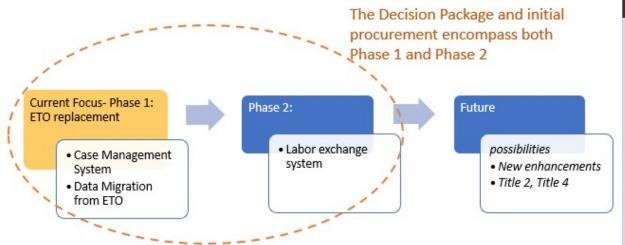|	Stakeholder Engagement / Relations	Technical	General

Start Date*: August 2021
 	
End Date: June 2024
monthly status reporting began January 2022
 	
(Highlights)
	• Hosted 1/4/22 I&T Steering Committee "kick-off" on the project.
	• Solicited interest from WorkSource offices (LWDB and field offices) to participate in the Advisory RFP Team (large time commitment over 7month duration) and subject matter experts.
	• Initiated planning for every 2 month WIT Replacement Town Halls meetings.
	• Initiated organizational change management efforts on the project with hopes to incorporate feedback from Summer 2021 Athena listening sessions into project approach / structure.
		• Initiated the planning for the RFP requirements gathering effort.
		• Identified the project connections and dependencies that are key to the project success:
		   o The PIRL validation project is and will push upstream data requirements
		   o Data Policies & Agreements
		   o ETO Prioriticized enhancements
		   o Quarterly performance reports
		   o Cloud-computing initiatives
		• Completed the OCIO IT Project Assessment Tool
			• Clarified the Project phasing with Phase 1 focusing on the ETO replacement and data migration (Phase 2 will be labor exchange).
			• Completed the WIT Replacement- Phase 1 charter.
			• Secured the ESD "in kind" resources to support the Planning Team and Implementation Team (who will staff the Advisory teams)
			• Established Project Governance structure in close alignment with the I&T Steering Committee charter & bylaws.
			• Close to selecting a candidate to serve as the IT Project Manager (targeting 1/31/2022)

WorkSource

		Stakeholder Engagement / Relations	Technical	General
Executive Sponsor: Cami Feek **Project Manager:** Linda Kleingartner	Plan for next 30 days	☐ Seek subject matter expertise from the LWDBs and field community to participate in the remaining Advisory Teams (e.g. MVP, Communications, Data, Training, and others) ☐ Conduct Personal research & development ☐ Host first WIT Replacement Town Halls (tentatively 2/25) ☐ Meet with each Project Sponsor and Project Owner to work on their Sponsorship plans. ☐ Prepare for conducting OCM assessments to establish baseline metrics.	☐ Kick-off Advisory RFP Team and site visits to gather technical and business requirements for the new system ☐ Survey, analyze and draft prototypes for the the new system product roadmap. ☐ Convene stakeholders and subject matter experts to analyze existing ETO enhancement backlog of work requests to prioritize efforts. Outputs from these conversations will result in an ETO Roadmap to optimize the current work environment(s) as much as possible.	☐ Finalize and approval of the WIT Replacement Project Management Plan. ☐ Continue to seek/interview additional candidates for the the WIT Product Manager position ☐ Finalize and post the RFP for the Quality Assurance Vendor. ☐ Initiate the I&T Advisory Committee Charter update (last update was March 2018) ☐ Initate the Stakeholder registry and Project Communications Plan. ☐ Draft the "Gate 0" deliverables for the OCIO Gated Funding.

What is needed from Leadership?	**High Risk / Issues**
01. Decisions outlined in the 2/1/ I&T Steering Committee agenda. 02. Willingness to engage in OCM assessments, and encourage their staff & colleagues to participate. 03. Review and adoption of the Project Management Plan's decision, communications, risk & issue management and escalation responsibilities (will be delivered to Project Executive Steering Committee by 2/18/2022.	Risk identification and assessment is in development. We will list of high risks with risk rating of 20+ here (highest score is 25).

The Decision Package and initial procurement encompass both Phase 1 and Phase 2

Current Focus- Phase 1: ETO replacement
- Case Management System
- Data Migration from ETO

Phase 2:
- Labor exchange system

Future
possibilities
- New enhancements
- Title 2, Title 4

Request for Proposal- Technology System Vendor

January – February
- Compile all research, visions into a base document
- Identify RFP TEAM(s)

March - April
- RFP TEAM(s) develop RFP section recommendations
- Advisory review RFP TEAM(s) materials

May – June 2022
- Issue RFP
- Procurement process
- Train evaluators

Jun - Aug 2022
- Evaluations & Demo

Early Sep 202
- Select ASB
- Formal approvals

Mid- September
- Debrief & Protest Period
- May cycle 2x

Oct 2022
- Contract negotiations
- Signed Contract

Dec 2. 2022
- Vendor ready to start