

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 | Risk management plan is activated and recurring check-ins are established at all levels of the project. Procurement team completed two milestones: secured a Quality Assurance “apparent successful bidder” and completed the final draft of the IT Vendor Request for Proposal. Project Communications Plan is complete and approved. These efforts, along with the formal OCIO kick-off activities completes all “Gate 0” project initiation activities.

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

Project Status Notes

Validated the risk status as yellow. At the publishing of this report, we have moved one very high risk to medium after validating with Advisory Committee. The other two risks are known and expected, and have clear mitigation plans and review dates in place. Moved scope to green as the efforts to clarify and confirm the Product Framework and the IT Vendor Response for Proposal have documented the project scope.

		Stakeholder Engagement / Relations	Technical	General
<p>Start Date*: August 2021</p> <p>End Date: June 2024 <i>*monthly status reporting began January 2022</i></p>	Highlights	<ul style="list-style-type: none"> Promoted the Product Manager’s video summary of the insights and product design. Secured broader statewide representation for Change Management Advisory Team and hosted 5/25 kick-off meeting with the group. Began analysis of the Organizational Change Management (OCM) assessment results to inform change management plan. Drafted the RESEA journey map. Subset of the Advisory Communications team began developing a schedule for strategic comms planning work and support through the end of 2022 (target draft ready by end of June 2022). 	<ul style="list-style-type: none"> Completed the Advisory RFP teams’ IT Vendor RFP recommendations and routed to Advisory Committee for approval. Socialized the technical “white-paper” around the technical goals and information brief on sub-systems. Outlined projected ITSD staffing levels associated with each of the technical platforms considered. Started work with a vendor on a prototype for a proof of concept to explore alternatives to the approach we would want to use during implementation. 	<ul style="list-style-type: none"> Routed 1st draft of the project’s Gated Funding Technology Budget and 5/2/22 the OCIO conducted kick-off meeting. Evaluated and selected the Apparent Successful Bidder for the Quality Assurance Vendor (to start in June 2022). Fully activated the risk management plan and reporting. Routed Advisory Committee approved version 1.0 of the Project Communications Plan to Steering Committee- received all Steering Officers written approval. Steering Committee approved the Advisory Committee Charter on 5/3/22.
<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"/> Advisory Change Management team to meet weekly in June to review the ADKAR survey results resulting in draft OCM Plan. <input type="checkbox"/> Offer the “Navigating Change” training to the Advisory Change Management Team (options for LWDB leadership to follow). <input type="checkbox"/> Continue Persona-Journeymap research & development. <input type="checkbox"/> Plan and host Town Halls, scheduled for 6/24/2022. <input type="checkbox"/> Close-out RFP Teams (Implementation teams will be formed during the 2023 build). 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify needs and secure the IT Vendor RFP Team evaluators and backups via Advisory Committee and Steering Committee. <input type="checkbox"/> Form the Advisory Committee Data Migration team. <input type="checkbox"/> Continue work on the prototype proof of concept work. <input type="checkbox"/> Post the IT Vendor Request For Proposal – targeting 6/21/2022 and conduct a bidder’s conference to field initial questions. <input type="checkbox"/> Continue to comb through lessons learned and project details from other states to identify future related technology risks. 	<ul style="list-style-type: none"> <input type="checkbox"/> Quality Assurance (QA) Vendor to start- 1st deliverable will be the QA Assessment (due 30 days post start) <input type="checkbox"/> Onboard QA vendor. <input type="checkbox"/> Continue recruitment efforts for the Contract Manager position (link to posting). <input type="checkbox"/> Submit Gated Funding Technology Budget. <input type="checkbox"/> Finalize the draft of the Investment Plan. <input type="checkbox"/> Socialize and seek support from Advisory Committee on proposed IT governance process improvements 6/15/22 (Steering Agenda topic in July).

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What is needed from Leadership?	High Risk / Issues
01. Decisions outlined in the 6/7/22 I&T Steering Committee agenda. 02. Review and provide feedback on the IT Vendor Request for Proposal (due 6/9/2022)—earlier if possible.	Below is the list of high risks with risk rating of 20+ (highest score is 25) and a high level summary of the mitigation plan. <ol style="list-style-type: none"> If IT Vendor cost is higher than estimated / approved decision package– risk owner: Nona Mallicoat / Risk Rating 20- - Mitigation plan: proactively meeting with budget to identify steps needed to acquire more funding if cost proposal is higher than estimated (<i>Note, as of 6/3/22 this risk was lowered to a risk rating of 15 due to the mitigation plan in place</i>). If ETO data has quality issues effecting migration – risk owner: Michael Luchini/ Risk Rating 20- -Mitigation plan drafted- next step is to convene the Data Migration Advisory Team to develop and validate the strategy/ mitigation plan.

