

Highlights | Project charter and Project Management Plans approved and shaping project structure. Field office visits and phone interviews are underway to support the development of a well-defined, customer-centric Product vision to inform the technology and business requirements. Hosted first project Town Hall with 425+ attendees.

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

Project Status Notes

As noted in January 2022 Status Report- key decisions are necessary to move from yellow to green in these three areas: budget (dependent upon Decision Package approval/ funding that is currently in 2022 Legislative Session review), risk (dependent upon activation of risk management plan where risks are categorized, assessed and mitigation plans are developed) and scope (dependent upon a defined “MVP” (minimum viable product) is reviewed and approved and Advisory Team work plans are in place to address the high level project activities). Project planning activities are moving ahead as expected.

		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 inaugural project Town Hall sessions on 2/25/2022. Solicited interest from WorkSource offices (LWDB and field offices) to participate in the Advisory Communications Team; first team meeting held on 2/28/22. Established a WIT replacement project page on the Workforce Professionals Center https://wpc.wa.gov/wswa/wit-replacement-project Met with each Project Sponsor and Project Owner to work on their Sponsorship plans. Distributed 100+ Non-disclosure Agreement / conflict of interest forms (close to 80% response rate within 1 week). 	<ul style="list-style-type: none"> Initiated the planning for the RFP requirements gathering effort. Altered the initial plan of 6 locations to extend to all twelve WDA sites. Continue to identify the project milestones along with other efforts that have connections and dependencies that are key to the project success. Kicked-off the Advisory RFP Team and site visits to gather technical and business requirements for the new system. Establish the Azure Dev-Ops site for hosting product artifacts (e.g. user stories) and project management logs (e.g. risk/ issue, change, decision). 	<ul style="list-style-type: none"> Finalized and approved the WIT Replacement- Project Management Plan. IT Project Manager started on 2/16/2022. Continued to identify candidates for the WIT Product Manager and Contract Manager positions. Initiated the I&T Advisory Committee Charter update. Drafted the Stakeholder registry and Project Communications Plan.
	<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"/> Seek subject matter expertise from the LWDBs and field community to participate in Change Management Advisory Teams <input type="checkbox"/> Continue Persona research & development <input type="checkbox"/> Prepare for conducting OCM assessments to establish baseline change management and communication metrics. <input type="checkbox"/> Schedule the RFP Teams to participate in the site visit debriefs. <input type="checkbox"/> Developing a “heat map” visual to illustrate the site visits, program contacts and other activities supporting the RFP development. 	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize the field and program survey and analysis to draft prototypes for the new system product roadmap. <input type="checkbox"/> Contracted short-term business analyst to help with the IT Vendor RFP to start early March. <input type="checkbox"/> Continue analysis on the 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.

What is needed from Leadership?	High Risk / Issues
01. Decisions outlined in the 3/1/22 I&T Steering Committee agenda. 02. Review of the Stakeholder Plan (expected to be delivered to 3/18 for review and comment)	Risk identification and assessment is in development. We will list of high risks with risk rating of 20+ here (highest score is 25).

