

Project Startup Report

Presented to the IT Committee June 29, 2010

Project Name: Position Information Questionnaire Rewrite (PIQ)

Agency: ND Department of Transportation

Business Unit/Program Area: Human Resources / Department-wide

Project Sponsor: Mike Sandal, HR Director

Project Manager: Treva Beard

Project Description

This project will consist of re-writing the Department of Transportation (DOT) Lotus Notes Position Information Questionnaire (PIQ) system to a web-based platform. Functional requirements of the new system are to be the same as the current DOT system.

The DOT version of the PIQ is more detailed and contains considerably more data than a standard State PIQ (SFN 2572), which is why it exists as a unique application separate from the overall State PIQ application.

Business Needs and Problems

Need to re-write PIQ to be able to remove it from Lotus Notes due to the implementation of Peoplesoft. Peoplesoft does not have a module to replace this.

Key Metrics

Project Start Date	Project End Date	Original Baseline Budget
02/22/2010	01/13/2011	\$297,225

Objectives

Project Objectives	Measurement Description
Ability to utilize workflow to route PIQ for approval.	Workflow and digital signatures will be utilized.
Ability to gather data from PeopleSoft to eliminate any redundancy in data entry and to ensure accuracy.	Information is accurately and efficiently brought to the system from PeopleSoft.
Allow all DOT employees to have access to their own PIQ.	The web-based application allows all FTE's of the department to have logon access to system.
Maintain proper retention of documents.	Appropriately stored in database and retention guidelines are being followed.

Cost/Benefit Analysis

Anticipated Benefits:

Benefits would include eliminating the Lotus Notes licensing costs. Currently the version of the system we are using is not supported. We will also incorporate electronic workflow with OMB. This will be a web-based application that will be more consistent with other applications.

Cost Estimate:

ITD has provided an after-analysis cost estimate of \$297,225. This project is expected to take 14 months. The DOT must be in production by June 30, 2011.

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Key Constraints or Risks

Assumptions

- Funds will be available to complete this project based on scope identified in the charter.
- The ITD After-Analysis and Project Management cost estimate used 2009_2011 rates.
- The costs for the PIQ conversion is based on the assumption that we can use an existing DOT non-Lotus Notes flat sequential file to convert the PIQ to the new data base structure. If not possible, there will need to be an impact of change for the conversion.
- The application's data will be stored in an Oracle Relational Database Management System (RDBMS).
- The PIQ report will be written using HTML.
- The PIQ system will only require internal access; DOT's users will use their ND Gov account to access the system.
- The system will be granted a waiver to access PeopleSoft data.
- The application will follow state Enterprise Architecture standards and be ADA compliant.
- The application will be developed using ITD's methodology and best practices.
- DOT Staff will be available to participate in Analysis and Design sessions.
- DOT Staff will be available to participate in data conversion.
- DOT Staff will be responsible for the Acceptance Test Plan, Scripting and Acceptance Testing.
- The application will not be accessible by the general public.
- Users will be authenticated via Active Directory.
- DOT Staff will be responsible for creating Help documentation.
- DOT Staff will provide any necessary training for application users.
- All application data will be transmitted securely using a SSL certificate.
- The application will be load tested to ensure the application performs under stress and does not cause any server performance issues.
- The application will have usability testing conducted by ITD along with the DOT staff. The results, of this testing, will be applied to the application which may require additional usability testing.
- The database structure will allow multiple types of forms to be setup. This new structure will include an annual evaluation form.

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Risks

Risk ID	Date Raised	Status (Active, Potential, Closed)	Risk	Risk Probability L, M, H	Risk Impact L, M, H	Risk Assignment	Agreed Response (Avoid, Transfer, Mitigate, Accept)	Risk Response Plan (Required Actions and Contingency Plan)
1		Potential	Scope Changes	L	H	ITD Project Manager	Mitigate	Create 'ISSUE' and if necessary, issue Impact of Project Change.
2		Potential	Cost/Time overruns	M	M	ITD Project Manager	Mitigate	Identify problem areas based on Gantt Chart that can possibly be adjusted or issue Impact of Project Change.
3		Potential	Lack of ITD personnel	L-M	H	Software Development Manager(s) Project Management Officer ITD Project Manager	Mitigate	Project would continue with current staff until additional staff is assigned. This could require hiring outside consultants or current staff working overtime. If necessary, issue an Impact of Project Change.
4		Potential	Department loses Funding	L	H	Sponser	Mitigate	Search for an alternate source of funding
5		Potential	Product quality	L	H	ITD Project Manager	Mitigate	Tune and make adjustments to product until the product meets the approved design. If necessary, issue Impact of Project Change.
6		Potential	DOT loses key personnel	M	H	Department - personnel ITD Project Manager - - Impact of Project Change	Mitigate	Project would continue with current staff, with appropriate re-assignments made. Additional staff may need to be transferred or persons hired to replace personnel leaving. If possible, transition training could be done by key person leaving. If this causes a delay in the project, issue