

**IT INVESTMENT CAPITAL FUND  
PROJECT CHANGE REQUEST**

**TO:** Information Technology Strategy and Investment Committee  
John Vittner, Office of Policy & Management

**FROM:** Deborah Ennis, Chief of Fiscal Admin. Services 1

**DATE:** September 9, 2015

**AGENCY:** Department of Children and Families

**PROJECT NAME:** SACWIS Replacement Project

**PROJECT MANAGER:** Skip Burnham, Maria H. Brereton

**Original Funds Requested:** \$ 2,210,000 (remaining balance: \$124,708)  
**Additional Funds Requested:** \$ 1,800,000  
**New Total Funds Requested:** \$ 4,010,000

**Instructions:**

1. Please complete the below table describing your change(s), the rationale for the change(s), any additional funding required to support the change(s) and the Fiscal Year any additional funding is needed.
2. Please also provide:
  - a. An update to the original Investment Brief (Financial Spreadsheet and Brief Word Document)
  - b. A high level project plan that will also depict key milestones, associated dates and required funding for each milestone

Change Description	Rationale for Change	Amount of Additional Funding (\$\$)	Date additional funding is required
Development of Request for Proposal (RFP) for DCF Comprehensive Child Welfare Information System.	DCF began project to replace 20 year old system with transfer system from Washington, DC and system integrator currently developing systems for other state agencies. Costs do not seem to be in line with other implementations and additional funds are required to develop an RFP and evaluate responses.	\$1,600,000	10/01/2015
Administration for Children and Families (ACF) is requesting that CT DCF provide 14 plans as part of the state's request for federal matching funds. Plans are: <ul style="list-style-type: none"> <li>• Data Conversion Plan</li> <li>• Risk Plan</li> <li>• Training Plan</li> <li>• Communications Plan</li> <li>• Implementation Plan</li> <li>• System Architecture Plan</li> <li>• Project Management Plan</li> <li>• Procurement Management Plan</li> <li>• Cost Management Plan</li> <li>• Change Management Plan</li> <li>• Quality Management Plan</li> <li>• Testing Plan</li> <li>• Organizational Plan or Governance Plan</li> <li>• Knowledge Transfer Plan (for taking over operations and maintenance of the system)</li> </ul>	The development of these plans was not considered in our initial funding requests. Subsequent discussions with ACF Children's Bureau brought this need to light.	Included above	10/01/2015

Implement Application Lifecycle Management system	To improve and organize the management of the DCF system requirements necessary to prepare a comprehensive RFP. Requirements are currently managed in an Excel spreadsheet and labor intensive.	\$200,000	10/01/2015
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