

Information Technology Capital Investment Program
Project Status Report

To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy and Management

From: Irene Garcia

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Agency: Department of Energy and Environmental Protection

Project: ezFile Electronic Permitting - Phase 2

Project Manager: Michael Trahiotis

Reporting Period: Project Inception through 06/30/2019

Total Funds Requested: \$9,250,000

Total Funds Allotted to Agency: \$1,250,000

Accumulative Total Capital Fund Expenditures to Date: \$0

Brief Project Description/Summary:

The ezFile Electronic Permitting project will extend the DEEP ezFile platform to incorporate the remainder of DEEP's application, licensing, permitting, and registration processes. ezFile currently includes less than a dozen e-permitting processes. However, DEEP has over 120 application, licensing, permitting, and registration processes which currently rely on paper-based application submittals, old legacy technologies, and manual review processes. This project will provide a more streamlined, efficient approach to both the external public interface and internal workflows based on lessons learned from previous projects. The focus of the project will be on the intake process to increase our services and online presence to the public by offering expanded electronic filing options. The project will leverage existing SIMS workflow functionality for use by internal DEEP staff. Additional functionality will be introduced to SIMS in order to provide staff with the tools to review electronic submittals and communicate with applicants throughout the various workflow steps.

The project will occur in multiple phases with the first being a proof of concept (POC) phase consisting of around ten filing types selected to represent a cross-section of the various DEEP business areas. An Agile project management approach comprised of multiple phases/sprints and incremental deliverables will be leveraged. After completion of the POC, DEEP will proceed forward with a second grouping of filing types leveraging similar development and incorporating additional lessons learned from the POC. After completion of each grouping, DEEP will proceed to the next grouping where the number of concurrent work threads will be increased in order to meet a more compact timeline. We will continue with these sprints until as many as possible or all filings can be completed.

Summary of Progress Achieved to Date:

DEEP completed drafting the RFP for this project and the RFP is pending review with DAS procurement before being released. The Office of Information Management (OIM) held numerous discussions with various DEEP program staff to define the details of the technical platform required to support this initiative.

Additionally, OIM has been talking with other agencies and multiple vendors to develop an Agile transformation/training plan including:

- Language that should be included in RFPs
- Training options for management, business, and IT
- Coaching during projects
- Looking for the right vendor to partner with

Issues and Risks:

- Dependency on DAS procurement for progression of RFP.
- Dependency on completion of other DEEP priority projects for availability of IT resources.
- Dependency on successful go live of DEEP common modules project which will be leveraged within ezFile Phase 2.

Next Steps & Project Milestones:

- While waiting for the RFP to be posted, OIM will further engage with the DEEP program staff and management to finalize the list of POC candidates and begin definition of specific permit application business requirements.
- Completion of the RFP process and vendor selection.
- DEEP will continue to develop an Agile transformation plan.