

Information Technology Capital Investment Program  
Project Status Report

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**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:** Sites Case Management System (Sites CMS)

**Project Manager:** David Madsen

**Reporting Period:** Project Inception through 06/30/2019

**Total Funds Requested:** \$6,250,000

**Total Funds Allotted to Agency:** \$3,250,000

**Accumulative Total Capital Fund Expenditures to Date:** \$0

**Brief Project Description/Summary:**

The Sites CMS project will consolidate project management and data tracking needs of multiple DEEP business areas that support various aspects of discovery and remediation of contaminated and potentially contaminated sites including Dispatch, Oil & Chemical Spills, Leaking Underground Storage Tanks, PCBs, Emergency Response, Site Assessment & Support Unit (SASU), Remediation, and Cost Recovery. The new system will replace current paper-based manual processes to manage the oversight of environmental cleanup at approximately 7,000 CT properties resulting in the elimination of redundancies, fostering better coordination of effort across business areas, enabling more efficient processing of vendor invoices and assisting with cost recovery efforts, simplification of reporting a spill or discovery of a polluted site for the general public, and promoting transparency to the general public and other state government agencies such as DECD and DPH. Other project goals include providing a responsive application that can be leveraged by emergency response and other field staff to view and update data and documents directly from their mobile devices, eliminating legacy systems, and creating common electronic interfaces and workflows for enforcement actions that can be extended outside of this project for potential re-use throughout the agency.

An Agile project management approach comprised of multiple phases/sprints and incremental deliverables will be leveraged. The project will be broken down into smaller components (phases) resulting in more frequent deliverables that will provide usable outputs throughout the project lifecycle. Each component will build on previous components to add additional business functionality. While each individual component adds value and can be used in itself, the full benefit of this project will be seen only after completion of all components in order to eliminate redundant processes and provide true transparency throughout all site case management.

**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) and DEEP business team members worked to review and when necessary revise previously defined workflows and business requirements.

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:**

- Completion of the RFP process and vendor selection.
- DEEP will continue to develop an Agile transformation plan.