Information Technology Capital Investment Program

Project Status Report

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

From: Cindy Butterfield

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Agency: Department of Children and Families
Project: DCF-Comprehensive Child Welfare Information System (CCWIS)

Project Manager: Cindy Butterfield

Reporting Period: Project Inception through 06/30/2018

Total Funds Requested: $48,914,610

Total Funds Allotted to Agency: $11,064,379

Accumulative Total Capital Fund Expenditures to Date: $1,577,024

Brief Project Description/Summary:

The Department of Children and Families (DCF) is embarking on the replacement of the LINK system. LINK is the case management software that is used by the Department's Child Protective Services staff. LINK is a 22 year old system that was deemed to be non-compliant and in need for replacement by the federal Administration for Children and Families (ACF). ACF has recently created new standards known as the Comprehensive Child Welfare Information Systems (CCWIS). CCWIS requires that the software be intuitive, easy to use, automates manual activities, interfaces with other State partners, and provide visual indicators of areas requiring attention. The project is projected to take 4 years during the development stage.

Summary of Progress Achieved to Date:

DCF's CCWIS project has recently changed from the planning stage to the development stage. An RFP that was issued in the Fall of 2016, resulted this in past week in the issuing of contracts for signature to the selected System Integrators (SI). DCF decided to use an Agile Project Management approach that required the selection of multiple SIs instead of a single SI that would have been used for a Waterfall approach. The adoption of Agile PM required extensive training and education, as well as, modification to the purchasing documents, statements of work and preparation activities to ready the agency for development.

DCF has selected and purchased the technology stack and equipment necessary to build CCWIS. DCF has run over 50 Leans to ensure efficient business flows. DCF has written features and created backlogs using Agile methodologies. DCF is ready to produce value added software, in frequent end user delivered increments.

Issues and Risks:

DCF will be using Microsoft Dynamics for the first time during the first program increment in July. This is DCF's first project using SAFe Agile PM methodologies. DCF will be running multiple teams at once. DCF will use the Plan, Do, Check, Adjust methods to ensure that the work being produced is meeting the needs of the end user.

Next Steps & Project Milestones:

7/25/18: Launch first program increment with 2 Teams of DCF staff, working on the Universal Referral Form and the MDM implementation. 8/1/18: Issue first SOW to SIs. 8/15/18: Hold vendors' conference to provide technical assistance in preparation of proposals being submitted for first SOW. 9/24/18: Begin second Program Increment running as many as 9 Teams. 9/30/18 to 12/31/18: Deliver worker mobility and minimum viable software products frequently to the end users by the end of the CY18.

On-going throughout period: Continue to run Leans, adding to the product backlog and planning future program increments.