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 E

Project: Sites Case Management Sys

Project Manager: David Madsen

Reporting Period: Project Inception through 12/

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 issued a Statement of Work (SOW) to the vendors on the Business One Stop contract in addition to a current partner working with DEEP on multiple projects including the ezFile Phase 2 IT Capital Investment project. The initial SOW was for phase 1 of the Sites CMS project comprised of the Dispatch and Spills intake processes. The cost estimates included in the vendor responses exceeded DEEP expectations and raised concern about the total funds available for the Sites CMS project. As such, DEEP requested the vendors to submit proposals and cost estimates for completion of the full Sites CMS project. DEEP is currently reviewing these overall project costs to determine if current funding can support full project completion. The full benefit of this project could not be achieved without completion of all phases of the Sites CMS project. Additionally, the vendor proposals present two separate technical approaches. DEEP is reviewing these approaches to determine the best technical approach as well as the ongoing license costs associated with each approach.

DEEP selected a vendor to partner with on our Agile assessment. We are currently working on the procurement process as we begin planning for our Agile transformation.

 Previously completed activities include:

-DEEP met with DAS BEST regarding the Business One Stop initiative. Per discussion with BEST, the Sites Case Management project contains common elements including sites and GIS functionality also required by other agencies and could benefit from leveraging BOS. DEEP will plan to leverage the BOS contract and stay in close coordination with BEST to leverage the BOS platform and services. DEEP estimates to have an SOW ready by August 2020 which will include the first phase of this project comprised of Dispatch and Oil & Chemical Spills intake processes.

-DEEP finalized and is working to post an RFP to provide an Agile assessment in order to identify DEEP readiness and resulting in an Agile transformation plan including training options for management, business, and IT and coaching options as part of this project.

DEEP also invested in Jira, an Agile project management tool which is currently being utilized for other projects already in progress.

Issues and Risks:

• Dependency on completion of other DEEP priority projects for availability of IT resources.
• Dependency on successfull go live of DEEP common modules project which will be leveraged within Sites CMS.
• Availability and commitment of business resources.
• Funding to support full project completion in addition to ongoing license costs.
• Timelines have been further impacted by current COVID-19 circumstances which is has impacted staff availabiity and priorities.

Next Steps & Project Milestones:

DEEP will continue to work with the proposed vendors and BEST as needed to evaluate the various technical approaches in order to identify the preferred technical platform to move forward with. In parallel, we will continue to review project funding and proposed costs to ensure whether the full project scope can be achieved or if there are elements that should excluded. Upon selection of technical approach and verification of funding, DEEP will finalize vendor selection and work through the procurement process.

DEEP will be kicking off efforts with our selected vendor for our Agile assessment, transformation, and training plan. This will help to align and commit business resources throughout the course of the project. An Agile approach will also allow DEEP to bring a minimal viable product to market quicker while continuing to execute additional project requirements.