

IT INVESTMENT CAPITAL FUND PROJECT STATUS REPORT

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

FROM: Christopher Drake, August 6, 2014

AGENCY/PROJECT NAME: DAS BEST / Regulation Modernization

PROJECT MANAGER: Krithika Deepa

REPORTING PERIOD: Jan 2014 – Jun 2014

Total Funds Requested: \$ 1,758,583

Bond Commission Approval(s): Date: Jan 2013 Amount: \$ 1,758,583

Accumulative Total Capital Fund Expenditures to Date: \$1,539,955.52 (note: this total includes \$141,050.02 in expenses related to IBM Case Manager. These expenses may be paid through BEST's general funds, because Case Manger is an enterprise solution. Without this expense, total project expenditures equal \$1,398,905.50.)

Brief Project Description/Summary:

The Regulations Modernization Project (eRegs) is being designed to create and store regulation content, to manage the regulation content throughout the State's regulatory content lifecycle (the "regulation-making process"), and to publish the content in html and pdf formats. The purpose of the project is to make the regulation content and the regulation-making process accessible and transparent to the public.

Progress Achieved to Date:

SDM Project Phases Complete: Business Issues Identification; Business Analysis; Design; Partial Construction of Public-facing website, IBM Case Manager workflow tool, Quark XML Author, Quark Publishing Platform & conversion of regulations from PDF to dita.xml; three rounds of Systems Integration Testing on the website and the workflow (ICM) aspects of the solution

Issues and Risks:

The main risk to the project is the delay in converting the existing regulations into the system. The process is taking longer than we anticipated due to the complex and inconsistent structure of the regulations themselves. The underlying structure used for the conversion (Quark Schema) is dependent on the findings of the conversion process. Every time the structure needs modification, the conversion process needs to be modified to ensure that the content is converted correctly. Quality checking the conversion is also time consuming and may need to be done multiple times depending on how many iterations of converted material end up being required. This delay in conversion is delaying the timeline for release of the deliverables to UAT and hence the current go-live date of October 1, 2014. Current issues with the project: availability of resources for the QA process of the regulations; ownership of long term maintenance support after go-live; software upgrades.

Next Steps & Project Milestones:

Conversion has become the bottleneck of the project. To remedy this issue we will implement the following risk mitigation plan: convert a portion of the regulations into the system; perform quality checks before converting the remaining regulations; modify the schema as necessary between conversions; and redo quality checks on any titles that have been reconverted under new system. Meanwhile, we will continue systems integration testing; fix issues found with testing through iterative process; hire temporary resources to QA

regulations; release deliverables to UAT; prepare environment for production; finalize pre-production plan and roll back plan; and release to production.