

**IT INVESTMENT CAPITAL FUND  
PROJECT STATUS REPORT**

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

**FROM:** Department of Energy and Environmental Protection

**AGENCY/PROJECT NAME:** DEEP / Document Repository

**PROJECT MANAGER:** Jon Scull & Nicole Lugli

**REPORTING PERIOD:** Project Inception through 06/30/2016

**Total Funds Requested:** \$4,000,000

<b>Bond Commission Approval(s):</b>	Date: Jan. 2013	Amount: \$0
	Date: Jan. 2014	Amount: \$500,000
	Date: Jan. 2015	Amount: \$1,000,000
	Date: Sept. 2015	Amount: \$2,500,000

**Accumulative Total Capital Fund Expenditures to Date:** \$623,378

**Brief Project Description/Summary:**

The DEEP Document Repository Automation Project will replace an extensive paper document repository, regularly used by both the public and agency staff, with a comprehensive digital repository that will be available online to DEEP staff, and to the public at no charge, together with appropriate search tools, confidentiality protocols, automated document management tools, and day-forward procedures designed to reduce the need for DEEP and the entities it regulates to produce paper documents in the first place.

**Summary of Progress Achieved to Date:**

IT Investment Projects in Implementation Phase: Server implementation of DataCap, an advanced scanning software, at BEST for the state enterprise. Implementation of DataCap product to scan and index the Hazardous Waste Manifest (HWM) documents. Implemented: several registration and permits that are born electronically in several public facing application and saved within the DEEP Document Repository. Document Imaging Initiatives In Process: vendor has been selected for Phase 1 Waste Engineering and Enforcement Division (WEED)/HWM forms scanning project to include 12K paper documents once completed a larger project will be initiated to bulk scan paper documents. IT Investment Projects in Post-Implementation Phase: Finalize DEEP records Taxonomy, develop SOW to convert current repository taxonomy to final repository taxonomy. A cross agency records management team is developing a roadmap including standardizing an agency wide Taxonomy and updating Records Retention Schedules. Work with individual programs to develop strategies to move from paper to electronic document management. Implement seamless electronic document storage for e-Permitting, e-filing and other e-government applications.

**Issues and Risks:**

Risks include a complex and large project portfolio. The communication and coordination of multiple large projects in different stages of development is also a concern. Challenges with implementing business process change within the agency and the need to develop agency wide business standards. Both business and technical staff are working with new technology which delays decision making and impacts project schedule. Developing an ongoing support and maintenance plan for these applications with limited staff requires review. The FileNet P8 hosting environment for these applications is a shared environment at BEST. Increases in other agencies work volume can have a negative impact on DEEP's ability to process permits and the public's ability uses

these online functions. Upgrade of FileNet P8 environment to version 5.2 completed in March 2016 did delayed work on these projects.

**Next Steps & Project Milestones:**

Continue to move projects forward within the System Development Methodology as identified within the IT Investment update. Including additional paper to electronic document initiatives. Development of a web based portal to deliver DEEP documents to the public.