Washington State · Office of the
Chief Information Officer

Members present: Jim Weaver
Dave Danner
Tracy Guerin
Butch Leonardson
Paul Moulton
Vikki Smith
Rep. Zack Hudgins
Sen. Ann Rivers

Board staff: Sue Langen
Angela Knight

TOPIC	LEAD	NOTES
Welcome and Introductions	**Jim Weaver**	Roll call.
Approve Minutes from March 10 Meeting	**Jim Weaver**	Minutes approved as written.
Project Status – Office of Financial Management's One Washington Program • **Tracy Guerin, Acting Executive Sponsor** • **Vann Smiley, Program Executive Director** • **Thomas Ortiz, ISG-P** • **Lizzy Drown, PMO Manager** • **Emily Poyner, OCM Director** • **Jennifer Rocks, Deloitte** • **Allen Mills, QA, *bluecrane*™**	**Sue Langen** **Laura Parma**	The One Washington team provided updates since the last visit to the Board on December 10. Key updates include: Quality Assurance reviewed critical risks and program responses over the past six months in the following areas: • Agency readiness • Scope and schedule • Staffing • Governance Areas of risk analysis focus moving forward include: • **Agency Readiness** – demands significant time

		- **Software and SI -** ERP software selection and subsequent release of SI RFP are critical milestones - **Recruitment, hiring, and on-boarding -** continues in a challenging work environment - **Development of DP –** budget-related documents will require substantial staff time - **Continuing refinement of governance –** rapid decision-making - **Priorities of effort –** most essential and highest priority work - **Remote work environment –** monitor effectiveness of remote work environment and health of staff The team also provided information and refinements over the last several months including: - Scope and schedule - Preparing for implementation - Supplemental budget request results - Program 2021-23 budget prep and timeline - Modernization roadmap - Milestones for agency readiness
Project Status – WSDOT Tolling Back Office System Replacement Project (BOS) - **Patty Rubstello, Asst. Secretary and Executive Sponsor** - **Jennifer Charlebois, Project Manager** - **Dana McLean, QA, Public Consulting Group** - **Yvonne De La Rosa, Public Consulting Group** - **Heather Coughlin-Washburn, Public Consulting Group**	**Sue Langen** **Rich Tomsinski**	This project first presented an overview and status at the May 14 TSB subcommittee meeting. This project will replace WSDOT's *Good To Go!* Toll payment program.

		Although the current go-live date is anticipated for July 2020, the project team is further analyzing the possibility of an August 2020 date.
		The project team reviewed updates on: 1. Issues related to vendor performance and schedule delays 2. WSDOT Management strategy and resolution action plan Quality Assurance review indicates all five risks remain high with respect to: 1. Schedule delays 2. Decreased quality of final product 3. Insufficient staffing to maintain velocity to meet go-live date 4. Lack of confidence for a successful, timely delivery 5. COVID-19 safety measures are creating challenges for remote work, testing and collaboration 6. IV&V QA continues tracking significant findings in the areas of Design and Development, Implementation, Testing and Implementation, and Project Management.
Project Status – State Board for Community & Technical Colleges - ctcLink • **Jan Yoshiwara, Director and Executive Sponsor** • **Christy Campbell, Project Director** • **Grant Rodeheaver, Chief information Officer** • **Paul Giebel, QA, Moran Technology**	**Sue Langen** **Rich Tomsinski**	This project is a large, complex, enterprise resource planning system implementation effort for the community and technical college system. It is currently at elevated risk status. The executive sponsor provided a brief project history over the last three years, and

		challenges and accomplishments in that period of time. The project director provided updates on methodologies being used, including: - Quality gates and milestones for each deployment group of colleges - Organizational change management at each gate - Deployment groups and their timelines - Progress on remediation and solutions status to date - The program's overall status - The top risks identified to date External QA provided feedback on moderate risks in the areas of phase scope, schedule status and technical environment, and very low risk in all other areas. Key lessons learned reviewed.
Public Comment		No public comments.

Meeting recording is [here](#).