Washington State · Office of the
Chief Information Officer

TOPIC	LEAD	NOTES
Welcome and Introductions	Jim Weaver	Roll call. Agenda review. Policy 122 review will be moved to a later date.
Approve Minutes from July 9 Subcommittee Meeting	Jim Weaver	July 9 meeting minutes approved.
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	**The external Back Office System (BOS) is a core element of WSDOT's Toll program. The BOS manages the customer relationship and financial management aspects of WSDOT's Tolling program and its *Good To Go!* Toll payment program.** **The project team has been reporting monthly status to the Board since May.** **The project continues to experience schedule delays. The vendor continues to underestimate the timeline that it takes to complete critical activities. Risk mitigation strategies include:** • **Weekly executive level oversight meetings** • **Insight into management and maintenance of the schedule** • **Utilizing the tools for full transparency into the vendor's development and defect management processes.**

		• **Increased resources from third party software development staff** • **Progress updates to an expert review panel for national industry perspective and advice** • **Increased OCIO consultant coordination** • **Continued negotiations of liquidated damages.** **The quality assurance team continues to assess the overall project as high risk for schedule delays, product quality, insufficient staffing levels and potential increased project costs.** **The independent verification and validation consultant assessed the overall project as high risk for schedule delays, potential loss of code base integrity, new defects and incomplete punch list items.** **Current go-live date is now late October. The project will return to the next TSB full board meeting on September 8 to provide further updates.**
New Policy Review **122 - Administrative and Financial Systems Investment Approval**	**Sue Langen** **Jason Anderson**	**No review/discussion.**
IT Decision Package Criteria	**Sue Langen** **Cammy Webster**	**Cammy reviewed this year's criteria for OCIO's scoring of agency IT decision packages. Additional information will be collected in the IT Addendum. Scoring and ranking will be based on questions related to:** • **Agency readiness** • **Technical alignment** • **Business alignment**

		• **Urgency**
IT Project Quality Assurance	**Nicole Simpkinson**	**Nicole discussed OCIO policy 132 that requires agencies to obtain independent quality assurance (QA) on all major projects. Discussion included:** • **Value** • **Challenges** • **Options for improvement** • **Opportunities for potential changes current model**
Public Comment		**Comment from audience member related to experience working with quality assurance contractors.**

[Link to meeting recording](#).