



John A. Kitzhaber, MD, Governor

**OREGON EDUCATION
INVESTMENT BOARD**

Dr. Nancy Golden,
Chief Education Officer

**OREGON DEPARTMENT
OF EDUCATION**

Rob Saxton, Deputy Superintendent
of Public Instruction

January 24, 2014

The Honorable Senator Richard Devlin, Co-Chair
The Honorable Representative Peter Buckley, Co-Chair
Joint Committee on Ways and Means
900 Court Street NE H-178 State Capitol
Salem, OR 97301-4048

Dear Co-Chairpersons:

Nature of Request:

The Oregon Education Investment Board (OEIB) and the Oregon Department of Education (ODE) respectfully request the Joint Committee on Ways and Means acknowledge of receipt of a report on the Senate Bill 5518 (2013) budget note that directs ODE and OEIB to report on the business case and other project planning materials for the State Longitudinal Database System for P-20W (SLDS P20W), when work is completed, to either the Interim Joint Committee on Way and Means, the 2014 Legislature or the Emergency Board.

In a separate but related letter, ODE is requesting limitation and other related adjustments for the development costs of the system, which are to be included in the capital construction bill. If approved, funding for the project is estimated to be in the amount of \$8,707,270.

Agency Action:

During the 2013 legislative session, the OEIB submitted a proposal (Longitudinal Data System) that requested resources to create a longitudinal data system for tracking student/school information from early learning through post-secondary education. The highest priority was for the completion of the business case and related project management materials (SB 5518) for the proposed new longitudinal data system. As directed by the Legislature, OEIB is ready to report on the business case and other related project planning material to the Joint Committee on Ways and Means during the February 2014 session.

The mandatory requirement for this project exists in SB 909 (2011), where the OEIB was charged with:

- (4)(c) Providing an integrated, statewide, student-based data system that monitors expenditures and outcomes to determine the return on statewide education investments. The board shall provide the data system described in this paragraph by:*
- (A) Developing the data system or identifying or modifying an existing data system that accomplishes the goals of the data system; and*
 - (B) Ensuring that the data system is maintained.*

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The original timeline was:

SECTION 7. The Oregon Education Investment Board established by section 1 of this 2011 Act shall ensure that the statewide data system described in section 1 (4)(c) of this 2011 Act is operating on or before June 30, 2012.

The subject of this business case is the data system referenced above. The key requirements for data integration, statewide data architectures, and student level data relate directly to the problems with the current systems in place across the state.

The purpose of the OEIB SLDS P20W business case is to recommend a solution from a set of alternatives that meets the directives of SB 909 (2011), addresses the requirements of this data system, capitalizes on opportunities to improve educational performance, controls risk, and minimizes cost.

Over the past five months, OEIB has performed the following activities:

- met with multiple stakeholder groups to gather requirements and promote open communication;
- developed project management materials as directed by the SB 5518 budget note;
- collaborated with the Department of Administrative Services Enterprise Services Information Technology Investment Planning Office as well as the Chief Financial Office;
- collaborated with the Legislative Fiscal Office; and
- developed the business case for State Longitudinal Database System for P-20W for legislative review and consideration.

The most recent version of the business case accompanies this letter.

Action Requested:

The Oregon Education Investment Board and the Oregon Department of Education respectfully request the Joint Committee on Ways and Means acknowledge receipt of the report required by the SB 5518 (2013) budget note related to the business case for the State Longitudinal Database System for P-20W.

Legislation Affected:

None.

Sincerely,



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Cc:

Linda Anderson, ODE

Tomas Flores, ODE

Whitney Grubbs, OEIB

Doug Kosty, ODE

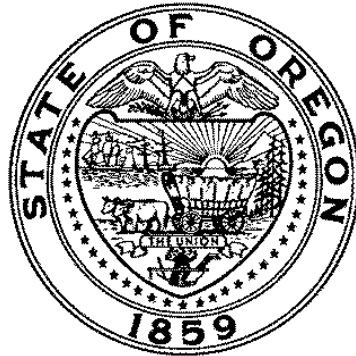
Sue MacGlashan, ODE

Bill McGee, Department of Administrative Services – Chief Financial Office

Lisa Pearson, Department of Administrative Services – Chief Financial Office

Peter Tromba, OEIB

Doug Wilson, Legislative Fiscal Office



***State Longitudinal Database System for P-20W Education
Budget Note Response***

**Oregon Education Investment Board
Office of the Chief Education Officer**

Oregon Department of Education

Date: January 22, 2014

Version: 3

Peter Tromba

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1. Purpose:

The purpose of this document is to respond to the following Budget Note for SB 5518 All deliverables must be complete and must be acceptable per Oregon Education Investment Board (OEIB), Oregon Department of Education (ODE), Department of Administrative Services (DAS), and the Legislative Fiscal Office (LFO) reviews. SB 5518 states the following:

“Package 300 (Longitudinal Data System) which provides the resources to create a longitudinal data system for tracking student/school information from early learning through post-secondary education. The package includes \$700,000 General Fund for the business plan and equipment replacement. The highest priority for these resources is completion of the business case and related project management materials for the longitudinal data system. Limitation for the actual development costs of the system will be included in the capital construction bill, if approved. The agency is directed to report on the business case and other project planning material when work is completed to either the Interim Joint Committee on Ways and Means, the 2014 Legislature or the Emergency Board.”

2. Budget Note:

The Oregon Department of Education (ODE) and the Oregon Education Investment Board (OEIB) must work closely with the Department of Administrative Services (DAS) Chief Information Office in all activities related to the development of the needs analysis, business case/option analysis and related foundational project management materials for the proposed Longitudinal Data System. OEIB and ODE must also follow DAS standards in the development of these materials. Prior to requesting any further funding than the amount included in Package 300, ODE and OEIB must complete a detailed problem statement, strategic alignment documentation, detailed needs assessment, and a completed business case which includes a high level project schedule, resource plan, financial plan, information on the anticipated return on investment, quality management plan, and a risk management plan. ODE and OEIB are instructed to report back to the Joint Committee on Ways and Means during the 2014 legislative session on their progress on completing these project planning materials. If the materials are not completed, ODE and OEIB will need to report to the Emergency Board prior to formally requesting further funding for the project.”

OEIB, ODE, DAS, and LFO have collaborated to develop the required deliverables as referenced in the budget note. Below is a table of the documentation prepared, current state and timeline of progress made from November 2013 through January 2014.

Phase of Project	Deliverable	State/Version	Approvals/Collaboration
Pre-Project	Business Transition & Technical Complexity Assessment (BTTCA)	Final 1.0	ODE, OEIB – Informed DAS, LFO
Pre-Project	Charter – contains the strategic alignment	Final 3.0	Sponsor – Governor John Kitzhaber, Informed ODE, OEIB, DAS, LFO
Initiating/Planning	Detailed Problem	Final	ODE, OEIB, DAS, LFO

	Statement – See OEIB SLDS P-20W Business Case		
Initiating/Planning	Detailed Needs Assessment with Requirements – See OEIB SLDS P-20W Business Case	Peter finalizing.	ODE, OEIB, DAS, LFO
Initiating/Planning	Project Management Plan	Final 5.0	ODE, OEIB Informed, collaboration comments DAS, LFO
Initiating/Planning	Project Organization – Staffing Plan in the Project Management Plan	Final 5.0	OEIB, ODE, Collaborate & Informed DAS, LFO
Initiating/Planning	Budget	Draft 1.0	ODE, OEIB
Initiating/Planning	Change Management Plan – located within the Project Management Plan	Final 5.0	OEIB, ODE Collaborate & Informed DAS, LFO
Initiating/Planning	Issue Management Plan - – located within the Project Management Plan	Final 5.0	OEIB, ODE Collaborate & Informed DAS, LFO
Initiating/Planning	Time/Cost Tracking Plan— located within the Project Management Plan	Final 5.0	OEIB, ODE Collaborate & Informed DAS, LFO
Initiating/Planning	Quality Management Plan	Draft 2.0	OEIB, ODE Collaborate & Informed DAS, LFO
Initiating/Planning	Procurement Management Plan – located within the Project Management Plan	Final 5.0	OEIB, ODE Collaborate & Informed DAS, LFO
Initiating/Planning	Risk Management Plan & Risk Log	Final 5.0	OEIB, ODE, Collaborate and Informed DAS, LFO
Initiating/Planning	OEIB Stage Longitudinal Database System P-20W Education Business Case	Final Version 7.2	OEIB, ODE, Collaborate and Informed DAS, LFO
Initiating/Planning	High Level Schedule of Work – located within	Final 5.0	OEIB, ODE, Informed DAS, LFO

	the Project Management Plan		
Initiating/Planning	SOW Contract for Consultant Services	Final	OEIB, ODE, DAS, LFO
Monitor/Control	Status Reports	Regularly reported.	OEIB, ODE, DAS, LFO

3. Spend Plan:

The spend plan was determined according to the appropriation from SB5518 which states, "The package includes \$700,000 General Fund for the business plan and equipment replacement. The highest priority for these resources is completion of the business case and related project management materials for the longitudinal data system. Limitation for the actual development costs of the system will be included in the capital construction bill, if approved."

The index charged is # 26708 with the funds being managed by ODE. ODE will be invoiced by OEIB for the project manager's salary, benefits and expenses. There is an IGA between OEIB and Eugene School District 4 J.

In addition, a contract amendment was executed to the personal services contract #107-2230-13 which provided for professional services in the development of a business case and project planning materials.

Task/Activity	Time frame	Paid to:	Funding	Spent
Project Manager	9/2013 – 6/2014	Eugene School District 4J	\$200,000	\$ 50,400
Project Management/Process Support	12/1/2013 – 2/2014	ODE, ISAA, Project Management Group	\$21,687	\$ 7,229
Consultants – Business Case	12/2013 – 3/2014	RNR Consultants	\$49,852	\$ 49,832
Quality Assurance Consultant	1/2014 – depends upon approval of Business Case	To be determined	\$unknown	\$ 0
		TOTAL	\$271,539	\$107,461

OEIB and ODE have met the requirements of the budget note and request any new recommendations as it relates to the OEIB SLDS P-20W Education Project.