
MEMORANDUM

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To: Transportation and Economic Development Subcommittee
Joint Committee on Ways and Means

From: Information Technology Subcommittee
Joint Committee on Ways and Means

Date: May 5, 2015

Subject: Oregon Employment Department: SB 5508 - POP #101
LFO Recommendations

The Information Technology Subcommittee recommends incremental, conditional approval of Policy Option Package #101 - Modernize Business Services and Technology Infrastructure Project - assuming the spending authority and personnel resources are made available to the Oregon Employment Department (OED) within SB 5508. Specifically, the Information Technology Subcommittee recommends that OED:

- Work closely with and regularly report project status to the Office of the State Chief Information Officer (OSCIO) and the LFO throughout the project's lifecycle.
- Follow the Joint State CIO/LFO Stage Gate Review Process
- Contract for qualified project management services with experience in planning and managing projects of this type, scope and magnitude.
- Develop and update the Business Case and foundational project management documents as required
- Work with the Office of the State CIO to obtain independent quality management services. The contractor shall:
 - Conduct an initial risk assessment
 - Perform quality control reviews on the Business Case, and foundational project management documents as appropriate.
 - Perform ongoing, independent quality management services as directed by the Office of the State CIO
- Submit the Business Case, project management documents, initial risk assessment and quality control reviews to the OSCIO and LFO for Stage Gate Review
- Report back to the Legislature on project status during the 2016 Annual Legislative Session and/or to interim Legislative committees as required
- Request Legislative approval to proceed with the project prior to initiating project execution activities (i.e. prior to contract signature/execution).
- Utilize the Office of the State CIO's Enterprise Project and Portfolio Management system as it is deployed for all project review, approval, and project status and QA reporting activities throughout the life of the OED Modernize Business Services and Technology Infrastructure Project.