
MEMORANDUM

Legislative Fiscal Office
900 Court St. NE, Room H-178
Salem, Oregon 97301
Phone 503-986-1828
FAX 503-373-7807

To: Public Safety Subcommittee
Joint Committee on Ways and Means

From: Joint Legislative Committee on Information Management and Technology

Date: February 5, 2016

Subject: DOJ Child Support Enforcement Automated System (CSEAS) Project Request
JLCIMT Recommendations

The Joint Legislative Committee on Information Management and Technology (JLCIMT) recommends incremental, conditional approval of the Oregon Department of Justice (DOJ) Child Support Enforcement Automated System (CSEAS) Project request, assuming the requested funding resources and expenditure limitation are made available to DOJ by the Joint Committee on Ways and Means.

Specifically, the JLCIMT recommends that a plan be developed to unschedule the requested expenditure limitation and, DOJ be required to request and receive the Department of Administrative Services (DAS) Chief Financial Office, Office of the State CIO (OSCIO), and Legislative Fiscal Office (LFO) approval that a portion, or all of the remaining unscheduled expenditure limitation, be rescheduled for agency use to initiate and complete project execution activities. The JLCIMT further recommends that DOJ:

- Work with LFO to facilitate completion and delivery of any remaining materials needed by LFO to complete its “LFO Review” and readiness-ability assessment of the CSEAS Project’s readiness-ability to proceed into execution.
- Provide OSCIO and LFO with a copy of the finalized rebaselined integrated project schedule and cost plans, including quality control reviews of each plan.
- Work with OSCIO and LFO to finalize a corresponding incremental funding release plan to guide expenditures and release of funding in a timely manner throughout the remaining project lifecycle.
- Continue to follow the Joint State CIO/LFO Stage Gate Review Process.
- Regularly report project status to OSCIO and LFO throughout the project’s lifecycle.
- Continue to utilize a qualified project manager and systems integrator with experience in planning and managing programs and projects of this type, scope, and magnitude.
- Work with OSCIO to retain independent quality management services. The contractor shall:
 - Conduct periodic risk assessments as appropriate and respond to DOJ, OSCIO and LFO feedback.
 - Perform quality control reviews on the key CSEAS Project deliverables including the business case, individual cost benefit/alternatives analysis documents, and foundational project management documents as appropriate.
 - Perform ongoing, independent quality management services as directed by OSCIO.

- Provide both OSCIO and LFO with copies of all QA vendor deliverables.
- Conduct a quality project shutdown phase upon project completion, including the development of lessons learned reports.
- Utilize the Office of the State CIO's Enterprise Project and Portfolio Management (PPM) System as it is deployed for all project review, approval, and project status and QA reporting activities throughout the life of the DOJ CSEAS Project.