MEMORANDUM

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To:	General Government Subcommittee
	Joint Committee on Ways and Means
From:	Joint Legislative Committee on Information Management and Technology
Date:	February 5, 2016
Subject:	PERS Individual Account Program (IAP) Administration Project Request
	JLCIMT Recommendations

The Joint Legislative Committee on Information Management and Technology (JLCIMT) recommends approval of the Public Employees Retirement System (PERS) Individual Account Program (IAP) Administration Project request, assuming the requested spending authority is made available to PERS by the Joint Committee on Ways and Means.

Specifically, the JLCIMT recommends that the remaining Other Funds expenditure limitation that was unscheduled during the 2015 legislative session by the Department of Administrative Services (DAS), be rescheduled such that PERS can begin the execution phase of the IAP Administration Project. The JLCIMT further recommends that PERS follow the following general project management policies, standards, processes, and best practices:

- Ensure that the project continues to be led by an experienced project manager.
- Continue to follow the Joint State CIO/LFO Stage Gate Review Process.
- Regularly (at least monthly) report project status and progress against plan to the Office of the State CIO (OSCIO) and Legislative Fiscal Office (LFO) throughout the project's remaining lifecycle.
- Perform ongoing, independent quality management services as directed by the OSCIO.
- Provide both the OSCIO and LFO with copies of all QA vendor deliverables.
- Provide both the OSCIO and LFO with copies of all key project deliverables (project management and systems life cycle).
- Provide both the OSCIO and LFO with periodic "demos" of completed working components and capabilities of the newly developed system (consistent with the iterative nature and sequencing of the project's system development lifecycle).
- Complete a formal "project close out" report upon completion of the project.
- Utilize the OSCIO'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 project.