MEMORANDUM

To:	Transportation and Economic Development Subcommittee Joint Committee on Ways and Means
From:	Joint Legislative Committee on Information Management and Technology (JLCIMT)
Date:	April 13, 2017
Subject:	Oregon Employment Department: HB 5007 - POP #101 - Modernization Initiative JLCIMT Recommendations

The Joint Legislative Committee on Information Management and Technology (JLCIMT) recommends incremental, conditional approval of Policy Option Package #101 assuming the spending authority and personnel resources are made available to the Oregon Employment Department (OED) within HB 5007. Specifically, JLCIMT recommends that OED:

1. Continue to work closely with and regularly report project status to the Office of the State Chief Information Officer (OSCIO) and the Legislative Fiscal Office (LFO) throughout the project's lifecycle.

2. Follow the Joint State CIO/LFO Stage Gate Review Process.

3. Continue to contract for or hire qualified project manager(s) with experience in planning and managing projects of this type, scope and magnitude.

4. Develop and update Business Case and foundational project management documents as required.

5. Work with OSCIO 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 OSCIO.

6. Submit Business Case, project management documents, initial risk assessment and quality control reviews to OSCIO and LFO for Stage Gate Review.

7. Report back to Legislature on project status during the 2018 Annual Legislative Session and/or to interim Legislative committees as required.

8. Request Legislative approval to proceed with the project prior to initiating project execution activities (i.e. prior to contract signature/execution).

9. Utilize OSCIO's Enterprise Project and Portfolio Management system for all project review, approval, and project status and QA reporting activities throughout the life of the OED Modernization Initiative.