



Oregon

Kate Brown, Governor

Department of Administrative Services

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MEMORANDUM

To: Alex Pettit, State Chief Information Officer (State CIO)
From: Jim Klopfer, IT Investment Oversight Analyst
Date: January 23, 2018
Subject: Oregon Employment Department Modernization Program (#00000675)

BACKGROUND

The Oregon Employment Department (OED) is responsible for administering the state's Unemployment Insurance program and public labor exchange. OED has engaged in planning activities intended to enhance service capabilities to efficiently fulfill the Department's responsibility to support business and promote employment within Oregon. The agency has developed a high-level strategy to modernize the Unemployment Insurance and Employment Services programs, and has undertaken research into the feasibility of updating core business services and associated information technology infrastructure. OED developed Policy Option Package (POP) #101 to fund the initial investment required to transform their existing service delivery methods and associated platforms.

DISCUSSION

The OED Modernization Program will span several biennia and spending authority will be requested incrementally to support various projects within the modernization effort. For each associated project, OED will revise the program business case to justify additional funding authorization from the Oregon Legislature for new and continuing projects within the Modernization Program's portfolio of activity. Currently, program budget estimates are based on comparative market research – this will be addressed through additional project planning activities. For each information technology project within the Modernization Program portfolio, OED will submit individual Information Resource Requests (IRR) to OSCIO for review and endorsement through the appropriate level of project oversight. It is anticipated that multiple IRRs may be submitted during the Modernization Program implementation.

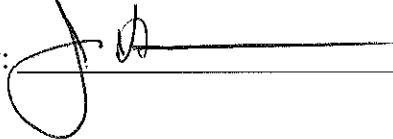
The Modernization Program will be funded by funds distributed to the Unemployment Insurance Trust Fund by the U.S. Department of Labor (DOL) in 2009. These funds are subject to spending guidelines issued by DOL. This portfolio of interrelated projects will require Stage Gate oversight, independent Quality Assurance, and will be subject to Major IT Project reporting requirements.

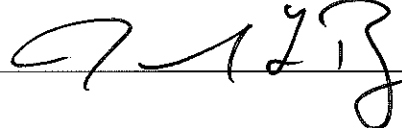
RECOMMENDATION

Endorse the OED Modernization Project through Stage Gate 1 and allow OED to further develop foundational project management artifacts for the Modernization Program, with the following conditions:

- (1) This endorsement will serve as Stage Gate 1 authorization for information technology projects associated with the Modernization Program.

- (2) During the planning phase for each information technology project associated with the Modernization Program, the overall business case for the Modernization Program must be updated with project-level justification information, which will be provided to OSCIO for review and approval. This document will take the place of individual project-by-project business cases.
- (3) For each information technology project associated with the Modernization Program, OED must submit a separate and distinct set of project management artifacts to OSCIO and LFO for Stage Gate 2 review and endorsement. The foundational project management artifacts must contain, at minimum:
 - a. Information Resource Request
 - b. Project Charter
 - c. High Level Scope Statement
 - d. Project Budget Estimate
 - e. Schedule Estimate
 - f. Detailed Project Risk Assessment
 - g. Procurement Management Plan
 - h. Organizational Change Leadership Plan
- (4) OED must maintain open communications with OSCIO concerning the progress of the Modernization Program and its constituent projects, including monthly status reporting, and risk & issue tracking.

Analysis prepared by:  Date: 1/23/2018

Analysis approved by:  Date: 1/23/18