
MEMORANDUM

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

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

From: Joint Legislative Committee on Information Management and Technology (JLCIMT)

Date: May 7, 2019

Subject: Oregon Employment Department: SB 5508 - Package #101 - Modernization Program

The Joint Legislative Committee on Information Management and Technology (JLCIMT) recommends incremental, conditional approval of the Oregon Employment Department's (OED) Employment Modernization Program (Package #101) assuming the spending authority and personnel resources are made available to the agency within SB 5508. Specifically, the JLCIMT recommends that OED:

- Continue to work closely with and regularly report program and project status to the Office of the State Chief Information Officer (OSCIO) and the Legislative Fiscal Office (LFO) throughout the program's lifecycle.
- Follow the Joint State CIO/LFO Stage Gate Review Process.
- Continue to retain qualified project manager(s) with experience in planning and managing programs & projects of this type, scope and magnitude.
- Update the Business Case and foundational project management documents as required.
- Work with OSCIO to obtain independent quality management services. The contractor shall:
 - Conduct an initial and ongoing risk assessment (s).
 - Perform quality control reviews on the Business Case, procurement documents, and foundational project management documents as appropriate.
 - Perform ongoing, independent quality management services as directed by OSCIO.
- Submit an updated Business Case, project management documents, contractor statements of work, initial risk assessment and quality control reviews to OSCIO and LFO for Stage Gate Review.
- Report back to the Legislature on program & project status during the 2020 Annual Legislative Session and/or to interim Legislative committees as required.
- Request Legislative approval to proceed with the Employment Modernization Program's UI Tax and Benefits project prior to initiating project execution activities (i.e. prior to contract signature/execution).
- Utilize OSCIO's Enterprise Project and Portfolio Management system for all program & project review, approval, program & project status, and QA reporting activities throughout the life of the Employment Modernization Program.