Executive Branch Information Technology Office of Information Technology Services 2800 SW Topeka Blvd., Building 100 Topeka, KS 66611



Phone: (785) 296-3463 Fax: (785) 296-1168 oits.info@ks.gov

Laura Kelly, Governor

Jeff Maxon, Interim Chief Information Technology Officer

January 11, 2023

Todd Herman, Director Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Children's Cabinet and Trust Fund Professional Development Workforce Registry project is enclosed. Ethan Moses is the primary contact for the project and can be reached at (463) 271-1084.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of \$811,586. The quarterly KITO fee for the project will be \$2,811 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

- DocuSigned by:

Mylon & Rod \_\_ D96758C6C26C4BE...

Melissa Rooker, Executive Director Children's Cabinet and Trust Fund

DocuSigned by:

Jeff Maxon —670B8750658F441..

Jeff Maxon, Interim CITO

Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch

Alan Weis, CITO, Legislative Branch

Adam Proffitt, Director of the Budget

James Fisher, KLRD

JCIT Membership

Richard Beattie, OPC

Linda Norris, OPC

Kelly Johnson, OPC

Brian Reiter, OITS

Hannah White, KCCTF

Ethan Moses, Resultant

Sara Gardner, KU-CPPR

Megan Burton, KSHS

Ethan Anderson, KSHS

Cole Robison, OITS Alex Wong, CITA Sash Smith, OITS Sara Spinks, KITO



Melissa A. Rooker, Executive Director

Phone: (785) 368-7044 Fax: (785) 296-8694 www.kschildrenscabinet.org

Laura J. Kelly, Governor

Jeff Maxon Interim Chief Information Technology Officer (CITO) Kansas Executive Branch Information Technology 2800 SW Topeka Blvd, Building 100 Topeka, Kansas 66612

Dear Mr. Maxon,

The Kansas Children's Cabinet and Trust Fund (KCCTF) is requesting your review and consideration for approval of the Detailed Plan for the KCCTF Professional Development Workforce Registry

We have selected a vendor (BridgeCare) to develop the *Professional Development Workforce Registry* and are submitting a Detailed Project Plan alongside all other required documents to begin work on the project. Successful implementation of said solution will promote the recruitment, training, advancement, and retention of early care and education labor with the goal of improving workforce quality to positively impact child outcomes.

The desired system is a critical component in the State's efforts and plans to coordinate ECCE data and ensure strategic alignment of the entire child care mixed delivery system.

KCCTF is requesting this contract begin in January '23 with implementation to complete by the end of 2023. The following Detailed Level Project Plan documents have been attached for your review and approval:

- •Letter Requesting Project Approval
- Agency Checklist for Detailed IT Project Plan
- •DA518, IT Project Request Explanation
- •DA519, IT Project Cost Benefit Statement
- Work Breakdown Structure
- Compliance Statements
- Risk Identification Summary
- Detailed Plan Risk Assessment Model (RAM) Summary
- •Approval Letter from State Director of IT Accessibility
- •Approval Letter from State Archivist

If you need any additional information, please contact <a href="mailto:emoses@resultant.com">emoses@resultant.com</a>

Melisia Roollet

Melissa Rooker Executive Director

Kansas Children's Cabinet and Trust Fund



Melissa A. Rooker, Executive Director

Phone: (785) 368-7044 Fax: (785) 296-8694 www.kschildrenscabinet.org

Laura J. Kelly, Governor

State Entity: Kansas Children's Cabinet & Trust Fund Included (Y/N) Project Name: KCCTF Professional Development Workforce Registry Greater than \$250,000/ less than \$1,000,000 (Y/N): Υ Greater than \$1,000,000 (Y/N): Ν **Cover Letter Requesting Project Approval** Υ IT Project Request Explanation--DA518 IT Cost Benefit Statement--DA519 Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level Υ Work Product Identification (Form ITEC PM02-6) Υ Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy. If different, attach CITA waiver NA Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec\_policy\_1500.pdf Statement of compliance Y, see compliance Statements If different, attach CITO waiver NA Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) Y, see compliance https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition Statements https://www.hhs.gov/hipaa/index.html Y, see compliance Statements 1. What information is included Y, see compliance Statements 2. Why is it collected Y, see compliance Statements 3. How will it be used Y, see compliance Statements 4. Exclusion opportunities Y, see compliance Statements 5. 1974 Act implementation Y, see compliance Statements 6. Other privacy requirements Y, see compliance Statements 7. Total privacy cost estimate Y, see compliance Statements Security Statement (ITEC Policies 7230, 9500, 7300) Y, see compliance Statements https://ebit.ks.gov/itec/resources/policies Statement of compliance regarding security measures, technologies used, compliance with policy & Y, see compliance standards Statements If different, explain Y, see compliance Statements Accessibility Statement (ITEC Policy 1210) Y, see compliance https://ebit.ks.gov/itec/resources/policies/policy-1210 Statements Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Y, see compliance Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version Statements 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be



Melissa A. Rooker, Executive Director

Phone: (785) 368-7044 Fax: (785) 296-8694 www.kschildrenscabinet.org

Laura J. Kelly, Governor

developed as part of project, indicate that VPAT requirements will be included. See VPAT at:	
https://www.itic.org/policy/accessibility/vpat.  If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	Y
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334	Y, see compliance Statements
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	Y, see compliance Statements
Identify replaced paper records	Y, see compliance Statements
2. Identify new business functions	Y, see compliance
3. Reasons for business functions	Statements Y, see compliance Statements
4. Records requirements for business function	Y, see compliance Statements
5. Documents in another system?	Y, see compliance Statements
6. Public access requirements	Y, see compliance Statements
7. Access control requirements	Y, see compliance Statements
8. Identify all records with retention period of ten or more years	Y, see compliance Statements
9. Estimate three year cost of addressing records identified in No. 8	Y, see compliance Statements
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Υ
Risk Assessment Model (RAM) Summary - Detailed Plans	Υ
Fiscal Note, if appropriate	NA
Electronic copy submitted two - four weeks prior to contract award and/or project execution	1

1. Project Title:					EST EXPLANAT	2. Project Priority	3. Estimat	ed Dates
•	elopment Workforce Registry					1		12/14/202
						1	Planning Start:	
Agency: ansas Children's Cabinet	t & Trust Fund (KCCTF)						Execution Start:	1/17/202
	()						Close-Out End:	12/29/202
. Project Description ar			C D : C			ate Submitted:	1/5/20	
Cansas is interested in the ndeavors and achievemen mpact child outcomes. The state of the state	e design, development, and implem nts. The registry will promote recru he registry is a critical component i	uitment, training, ac in the State's efforts	dvancement, and s to coordinate of	d retention of the early callata and ensure strategic	re and Education (EC re and education work	CE) professionals to force with the goal o	f improving workforce qu	
If yes, please specify.  ist any collaboration that ser input, and continued services.	t has taken place in the planning of social networking.	f the IT Project, and						
If yes, please specify.  List any collaboration that ser input, and continued a collaboration between mu invironment), KCCTO (K Children's Cabinet and Truelection of the eventual wailable to stakeholders; in Estimated Project Coscategory	t has taken place in the planning of social networking. Altiple agencies within the Early Cl (Cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- cendor, these requirements and cap in other instances, existing workfl	f the IT Project, and hildhood Education tunities), CCAoK (( ocurement managen pabilities will be rev	Mixed Delivery Child Care Awa nent vendor Res viewed and final gned or transfer	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proc Registry system. As the	n and Families), KDl tter for Public Partne and validated collab ess Enhancements m	HE (Kansas Department of ships and Research), KC orartively with the above any take place as new funday will stitch together mu	of Health and CCTF (Kansas stakeholders. Upon titionality is made ltiple functions
If yes, please specify.  List any collaboration that ser input, and continued stollaboration between munivironment), KCCTO (Kchildren's Cabinet and Truelection of the eventual variable to stakeholders; in the stollaboration of the stakeholders; in the stakeholders; in the stakeholders are gory attemated Project Costategory  Internal Cost (Salaries)	t has taken place in the planning of social networking. Altiple agencies within the Early Cl (Cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- cendor, these requirements and cap in other instances, existing workfl	f the IT Project, and hildhood Education tunities), CCAoK (6 ocurement managen abilities will be rev ows will be re-desig	Mixed Delivery Child Care Awa nent vendor Res	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proc Registry system. As the	n and Families), KDl ster for Public Partne and validated collab ess Enhancements m he Workforce Regist	HE (Kansas Department of ships and Research), KC orartively with the above any take place as new funday will stitch together mu	of Health and CCTF (Kansas stakeholders. Upon ctionality is made ltiple functions
If yes, please specify.  ist any collaboration that ser input, and continued scollaboration between much vironment), KCCTO (Kchildren's Cabinet and Trueleden's Cabinet and Trueleden's Estimated Project Costategory  in the cost (Salaries) Contractual Services  commodities	t has taken place in the planning of social networking. Altiple agencies within the Early Cl (Cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- cendor, these requirements and cap in other instances, existing workfl	f the IT Project, and hildhood Education tunities), CCAoK (6 ocurement managen abilities will be rev ows will be re-desig	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proc Project Values Project Values \$250,000	n and Families), KDiter for Public Partne and validated collab ess Enhancements m he Workforce Regist  KITO Rate Structure Range \$10,000,000	HE (Kansas Department of ships and Research), KC oratively with the above and take place as new function by will stitch together mute.  Quarterly Rate 0.00350	of Health and CCTF (Kansas stakeholders. Upon ctionality is made ltiple functions
If yes, please specify.  List any collaboration that ser input, and continued so collaboration between much vironment), KCCTO (K children's Cabinet and Truelection of the eventual vivailable to stakeholders; in the collaboration of the continuation of the continuati	t has taken place in the planning of social networking. Altiple agencies within the Early Cl (Cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- cendor, these requirements and cap in other instances, existing workfl	f the IT Project, and hildhood Education tunities), CCAoK (6 ocurement managen abilities will be rev ows will be re-desig	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proc Registry system. As the	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater	HE (Kansas Department of ships and Research), KC oratively with the above say take place as new functy will stitch together mu	of Health and CCTF (Kansas stakeholders. Upon ctionality is made ltiple functions
If yes, please specify.  ist any collaboration that ser input, and continued sollaboration between munvironment), KCCTO (Khildren's Cabinet and Truelection of the eventual vivailable to stakeholders; in the collaboration of the continued states of the collaboration of the continued of the collaboration	t has taken place in the planning of social networking. Iltiple agencies within the Early Cl Kansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workflust	f the IT Project, and hildhood Education tunities), CCAoK (6 ocurement managen abilities will be rev ows will be re-desig	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transfer  \$0 \$407,825 \$0 \$395,328	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cen e gathered, generated, cument. Business Proc Registry system. As ti  Project Valt \$250,000 \$10,000,001	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater	HE (Kansas Department of ships and Research), KC pratively with the above and take place as new funcy will stitch together mute.  Quarterly Rate 0.00350 0.00050	of Health and OCTF (Kansas stakeholders. Upon titionality is made ltiple functions  Project Quarter! KITO Fee
If yes, please specify.  ist any collaboration that ser input, and continued sollaboration between munvironment), KCCTO (Kilder), Cabinet and Trustection of the eventual vivallable to stakeholders; in the continued sold state of the continued sold sold sold sold sold sold sold sol	t has taken place in the planning of social networking.  Iltiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workfloots  Sub-Total Project Costs  Total Project Costs	f the IT Project, and hildhood Education tunities), CCAoK (Cook occurement managen babilities will be revows will be re-designed to the cook occurement will be respectively.	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cen e gathered, generated, cument. Business Proc Registry system. As ti  Project Valt \$250,000 \$10,000,001	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater	HE (Kansas Department of ships and Research), KC pratively with the above and take place as new funcy will stitch together mute.  Quarterly Rate 0.00350 0.00050	of Health and OCTF (Kansas stakeholders. Upon titionality is made ltiple functions  Project Quarter! KITO Fee
If yes, please specify.  ist any collaboration that ser input, and continued stollaboration between munvironment), KCCTO (Kickler), Cabinet and Truelection of the eventual variable to stakeholders; in the collaboration of the control of the contr	t has taken place in the planning of social networking.  Iltiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workflest	f the IT Project, and hildhood Education tunities), CCAoK (Cook occurement managen babilities will be revows will be re-designed to the cook occurement will be respectively.	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution do red to the new Workforce	(Department of Chilre (Kansas universit Center gathered, generated, cument. Business Proce Registry system. As the Project Valtes \$250,000 \$10,000,001 Infrastructure	n and Families), KDiter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structure Range \$10,000,000 Greater  e Projects	HE (Kansas Department of the ships and Research), KC oratively with the above and take place as new function will stitch together must be a considered with the ships of the s	of Health and CTF (Kansas stakeholders. Upon titionality is made ltiple functions  Project Quarterly KITO Fee \$2,811
If yes, please specify.  ist any collaboration that ser input, and continued sollaboration between munivironment), KCCTO (Kehildren's Cabinet and Truelection of the eventual versilable to stakeholders; in the series of the eventual versilable to stakeholders; in the series of the eventual versilable to stakeholders; in the series of the eventual versilable to stakeholders; in the series of the eventual versilable to stakeholders; in the series of the eventual versilable to stakeholders; in the series of the eventual versilable versil	t has taken place in the planning of social networking.  Iltiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workfloots  Sub-Total Project Costs  Total Project Costs	f the IT Project, and hildhood Education tunities), CCAoK (Cook occurement managen babilities will be revows will be re-designed to the cook occurement will be respectively.	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution doo	(Department of Chilre (Kansas universit Cen e gathered, generated, cument. Business Proc Registry system. As ti  Project Valt \$250,000 \$10,000,001	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater	HE (Kansas Department chairs) and Research), KC oratively with the above and take place as new function by will stitch together must be a considered with the consider	of Health and CTF (Kansas stakeholders. Upon titionality is made litiple functions  Project Quarterly KITO Fee  \$2,811  Total Cost
If yes, please specify.  List any collaboration that ser input, and continued sollaboration between much vironment), KCCTO (KChildren's Cabinet and Truelection of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual services commodities capital Outlay  Local KITO Rate Fee  Local Project Subprojects (in the project Name Planning Execution	t has taken place in the planning of social networking.  altiple agencies within the Early Cl (Aansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workflost  st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates	f the IT Project, and hildhood Education tunities), CCAoK (Gocurement managen babilities will be revows will be re-designed.	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586 Subproject):	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution do red to the new Workforce  Start Date  12/14/2022	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructur  End Date 1/16/2023	n and Families), KDI ter for Public Partne and validated collab ess Enhancements m the Workforce Regist  CITO Rate Structur the Range \$10,000,000 Greater the Projects  Internal Cost \$0	HE (Kansas Department of Ships and Research), KC oratively with the above and take place as new function by will stitch together must be a considered with the control of t	of Health and CTF (Kansas stakeholders. Upon stonality is made lttiple functions  Project Quarterly KITO Fee  \$2,811  Total Cost \$10,00
List any collaboration that user input, and continued a collaboration between must collaboration of the eventual variable to stakeholders; it is a	t has taken place in the planning of social networking.  Iltiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workfloots  Sub-Total Project Costs  Total Project Costs	f the IT Project, and hildhood Education tunities), CCAoK (Gocurement managen babilities will be revows will be re-designed.	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586 Subproject):	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution do red to the new Workforce  Start Date  1/17/2022	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proc Registry system. As the Project Vall \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater e Projects  Internal Cost \$0	HE (Kansas Department of ships and Research), KC oratively with the above and take place as new funcy will stitch together mute a constant of the control of	of Health and OCTF (Kansas stakeholders. Upon titionality is made ltiple functions  Project Quarterly KITO Fee  \$2,811  Total Cost \$10,00
If yes, please specify.  List any collaboration that ser input, and continued a collaboration between much vironment), KCCTO (K children's Cabinet and Truelection of the eventual variable to stakeholders; in the collaboration of the control of the collaboration of the control of the collaboration of th	t has taken place in the planning of social networking.  altiple agencies within the Early Cl (Aansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workflost  st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates	f the IT Project, and hildhood Education tunities), CCAoK (Gocurement managen babilities will be revows will be re-designed.	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586 Subproject):	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution do red to the new Workforce  Start Date  12/14/2022	(Department of Chilre (Kansas universit Cene e gathered, generated, cument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructur  End Date 1/16/2023	n and Families), KDI ter for Public Partne and validated collab ess Enhancements m the Workforce Regist  CITO Rate Structur the Range \$10,000,000 Greater the Projects  Internal Cost \$0	HE (Kansas Department of ships and Research), KC oratively with the above any take place as new funcy will stitch together mute.  Quarterly Rate Quarterly Rate 0.00350 0.00050 0.00035  External Cost \$10,000 \$43,950 \$55,000	Project Quarterly KITO Fee  \$2,811  Total Cost \$10,00
If yes, please specify.  Ist any collaboration that ser input, and continued ser input, and continued sollaboration between municironment), KCCTO (Kchildren's Cabinet and Truelection of the eventual vivailable to stakeholders; in the continued services in the continued services commodities capital Outlay  In the continued of the continued services commodities capital Outlay  In the continued services capital Outlay  In the continued services (in the continued services)  In the continued services (in t	t has taken place in the planning of social networking.  altiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workflust  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective  d Data Conversion and Migration on and Migration on and Migration/ API Phase 2	f the IT Project, and hildhood Education tunities), CCAoK (Cocurement managen babilities will be revows will be revows will be re-designed to the cocure of	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586 Subproject):	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements were ized in a end solution doered to the new Workforce.  Start Date  1/17/2023  4/10/2023  5/1/2023  7/24/2023	(Department of Chilre (Kansas universit Center gathered, generated, cument. Business Proc. Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/30/2023 4/30/2023 9/3/2023 9/3/2023	n and Families), KDitter for Public Partne and validated collabless Enhancements in the Workforce Regist  KITO Rate Structure as Range \$10,000,000 Greater e Projects  Internal Cost \$0 \$0 \$0 \$0 \$0	HE (Kansas Department of Schips and Research), KCoratively with the above: ay take place as new funcy will stitch together muy will stitch togethe	of Health and CTF (Kansas stakeholders. Upon stitionality is made litiple functions  Project Quarterly KITO Fee  \$2,811  Total Cost \$10,00  \$43,95  \$55,00  \$127,4: \$91,43
If yes, please specify.  Ist any collaboration that ser input, and continued ser input, and continued sollaboration between municironment), KCCTO (Kchildren's Cabinet and Truelection of the eventual vivailable to stakeholders; in the continued services in the continued services commodities capital Outlay  In the continued of the continued services commodities capital Outlay  In the continued services capital Outlay  In the continued services (in the continued services)  In the continued services (in t	t has taken place in the planning of social networking.  ultiple agencies within the Early Cl cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective	f the IT Project, and hildhood Education tunities), CCAoK (to curement managen sabilities will be revows will be re-designed by the court of the cou	Mixed Delivery Child Care Awa Child Care Awa ent vendor Res riewed and final gned or transfer  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution do red to the new Workforce  Start Date  1/17/2023 4/10/2023 5/1/2023 7/24/2023 9/4/2023	(Department of Chilre (Kansas universit Cene gathered, generated, rument. Business Proc Registry system. As the Project Vall \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/30/2023 9/3/2023 9/3/2023 12/17/2023	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater e Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0	HE (Kansas Department of Schips and Research), KC oratively with the above: ay take place as new funcy will stitch together mu  Personal Cost    External Cost    \$43,950   \$55,000   \$127,438   \$91,437   \$80,000	rof Health and of Health and o
If yes, please specify.  List any collaboration that ser input, and continued sollaboration between must invironment), KCTO (Kinldren's Cabinet and Truelection of the eventual vivallable to stakeholders; included the stakeholders; includ	t has taken place in the planning of social networking.  altiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workflust  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective  d Data Conversion and Migration on and Migration on and Migration/ API Phase 2	f the IT Project, and hildhood Education tunities), CCAoK (to curement managen sabilities will be revows will be re-designed by the court of the cou	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferi  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586 Subproject):	Start Date  Start Date  1/17/2023  4/10/2023  5/1/2023  9/4/2023  1/17/2023	(Department of Chilre (Kansas universit Cene gathered, generated, rument. Business Proc Registry system. As the Project Vall \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/30/2023 7/23/2023 9/3/2023 12/17/2023 12/17/2023 12/17/2023	n and Families), KDitter for Public Partne and validated collable ses Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater e Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0	External Cost  Stage Sp.	Total Cost  Standard  Standard  Total Cost  Standard  St
If yes, please specify.  Ist any collaboration that ser input, and continued sollaboration between munvironment), KCCTO (Kilder), KCTO (Kil	t has taken place in the planning of social networking.  altiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the provendor, these requirements and cap in other instances, existing workflust  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective  d Data Conversion and Migration on and Migration on and Migration/ API Phase 2	f the IT Project, and hildhood Education tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), Cook of tunities, and cook of tunities, an	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	y System including: DCF re of Kansas), KU-CPPR ultant. Requirements wer ized in a end solution do red to the new Workforce  Start Date  1/17/2023 4/10/2023 5/1/2023 7/24/2023 9/4/2023	(Department of Chilre (Kansas universit Cene gathered, generated, rument. Business Proc Registry system. As the Project Vall \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/30/2023 9/3/2023 9/3/2023 12/17/2023	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structurate Range \$10,000,000 Greater e Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0	External Cost  Stage Spin Spin Spin Spin Spin Spin Spin Spin	rof Health and of Health and of CTF (Kansas stakeholders. Upon titionality is made ltiple functions  Project Quarterly KITO Fee  \$2,811  Total Cost \$10,00  \$43,95  \$55,00  \$127,42  \$91,42  \$80,00  \$3397,82
If yes, please specify.  Ist any collaboration that ser input, and continued sollaboration between munvironment), KCCTO (K hildren's Cabinet and Truelection of the eventual versilable to stakeholders; in the continued sold	thas taken place in the planning of social networking.  ultiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl- st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation	f the IT Project, and hildhood Education tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), Cook of tunities, and cook of tunities, an	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date  1/17/2023  4/10/2023  5/1/2023  9/4/2023  1/17/2023  1/17/2023	(Department of Chilre (Kansas universit Cene gathered, generated, rument. Business Proc Registry system. As the Project Vall \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/30/2023 7/23/2023 9/3/2023 12/17/2023 12/17/2023 12/17/2023	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  ATO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	HE (Kansas Department crships and Research), KC cratively with the above any take place as new funcy will stitch together mu  Personal Cost (10,000)  External Cost (10,000)  S43,950 (10,000)	Project Quarter! KITO Fee  \$2,811  Total Cost \$10,00 \$43,9: \$55,00 \$127,4; \$91,4; \$80,00 \$397,8:
If yes, please specify.  Ist any collaboration that ser input, and continued ser input, and continued sollaboration between municironment), KCCTO (Kichildren's Cabinet and Trubelection of the eventual versiable to stakeholders; in the continued services of the eventual versiable to stakeholders; in the continued services of the contractual Services formadities capital Outlay  Internal Cost (Salaries) contractual Se	t has taken place in the planning of social networking.  ultiple agencies within the Early Cl cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation  Financing:  [1. CRRSA/ARPA] 2.	f the IT Project, and hildhood Education tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), CCAoK (Cook of tunities), Cook of tunities, and cook of tunities, an	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date  1/17/2023  4/10/2023  5/1/2023  9/4/2023  1/17/2023  1/17/2023	(Department of Chilre (Kansas universit Center (Kansas universit Center gathered, generated, pument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/9/2023 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  KITO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	External Cost  Stage Spin Spin Spin Spin Spin Spin Spin Spin	Total Cost  S10,00  S12,43,9:  \$12,43,9: \$12,4
If yes, please specify.  List any collaboration that ser input, and continued a collaboration between must provide the collaboration of the eventual valiable to stakeholders; in the collaboration of the eventual valiable to stak	thas taken place in the planning of social networking.  ultiple agencies within the Early Cl (ansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workflows  Sub-Total Project Costs  Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation  Financing:	f the IT Project, and hildhood Education tunities), CCAoK (Courement managen sabilities will be revows will be re-designed by the court of the court	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date 1/11/2023 4/10/2023 5/1/2023 9/4/2023 1/17/2023 12/17/2023 2-rnal, and Total Costs	(Department of Chilre (Kansas universit Center (Kansas universit Center gathered, generated, pument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/9/2023 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  KITO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	External Cost  S10,000  S43,950  S55,000  \$127,438  \$91,437  \$80,000  \$337,825  \$403,761  \$811,586	rotal Cost S10,00 S2,811  Total Cost S10,00 S127,4: S91,4: S80,00 S1397,8: S403,70 S811,50 Total S811,50 Total S811,50
If yes, please specify.  List any collaboration that ser input, and continued a collaboration between munivironment), KCCTO (Kickler), KCTO (Kickler), Kolliden's Cabinet and Tricelection of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collaboration of the eventual vivallable to stakeholders; in the collabora	t has taken place in the planning of social networking.  ultiple agencies within the Early Cl cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation  Financing:  [1. CRRSA/ARPA] 2.	f the IT Project, and hildhood Education tunities), CCAoK (Courement managen sabilities will be revows will be re-designed by the court of the court	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date 1/11/2023 4/10/2023 5/1/2023 9/4/2023 1/17/2023 12/17/2023 2-rnal, and Total Costs	(Department of Chilre (Kansas universit Center (Kansas universit Center gathered, generated, pument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/9/2023 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  KITO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	External Cost  S10,000  S43,950  S55,000  \$127,438  \$91,437  \$80,000  \$337,825  \$403,761  \$811,586	Total Cost  \$43.9: \$55.00 \$127.4: \$91.4: \$80.00 \$3397.8: \$10.00
If yes, please specify.  List any collaboration that ser input, and continued a collaboration between municironment), KCCTO (K children's Cabinet and Truchildren's Cabinet and Cost (Salaries) Contractual Services Commodities Capital Outlay  Local KITO Rate Fee  Local KITO Rate Fee  Local Commodities Capital Outlay  Local Commodities Capital Outlay  Local KITO Rate Fee  Local Commodities Capital Outlay  Local Commodities Capital Commodities Capital Outlay  Local C	t has taken place in the planning of social networking.  ultiple agencies within the Early Cl cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation  Financing:  [1. CRRSA/ARPA] 2.	f the IT Project, and hildhood Education tunities), CCAoK (Courement managen sabilities will be revows will be re-designed by the court of the court	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date 1/11/2023 4/10/2023 5/1/2023 9/4/2023 1/17/2023 12/17/2023 2-rnal, and Total Costs	(Department of Chilre (Kansas universit Center (Kansas universit Center gathered, generated, pument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/9/2023 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  KITO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	External Cost  S10,000  S43,950  S55,000  \$127,438  \$91,437  \$80,000  \$337,825  \$403,761  \$811,586	Total Cost  \$10,00  \$43,9: \$55,00 \$127,4: \$91,4: \$80,00 \$397,8: \$403,7: \$811,5:
If yes, please specify.  List any collaboration that ser input, and continued services commodities  Lategory  Internal Cost (Salaries)  Contractual Services  Commodities  Capital Outlay  Cotal KITO Rate Fee  Lategory  Lat	t has taken place in the planning of social networking.  ultiple agencies within the Early Cl cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation  Financing:  [1. CRRSA/ARPA] 2.	f the IT Project, and hildhood Education tunities), CCAoK (Courement managen sabilities will be revows will be re-designed by the court of the court	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date 1/11/2023 4/10/2023 5/1/2023 9/4/2023 1/17/2023 12/17/2023 2-rnal, and Total Costs	(Department of Chilre (Kansas universit Center (Kansas universit Center gathered, generated, pument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/9/2023 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  KITO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	External Cost  S10,000  S43,950  S55,000  \$127,438  \$91,437  \$80,000  \$337,825  \$403,761  \$811,586	rotal Cost S10,00 S127,4: S91,4: S811,5: S811,
If yes, please specify.  List any collaboration that user input, and continued a collaboration between much vironment), KCCTO (KChildren's Cabinet and Truelection of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual vivailable to stakeholders; in the collaboration of the eventual Services Commodities Capital Outlay  Lagrangian of the collaboration of	t has taken place in the planning of social networking.  ultiple agencies within the Early Cl cansas Child Care Training Opport ust Fund), BridgeCare, and the pro- rendor, these requirements and cap in other instances, existing workfl st  Sub-Total Project Costs  Total Project Costs  include name, start and end dates  tion Start/Define Project Objective d Data Conversion and Migration on and Migration/ API Phase 2 6 Testing & UAT/Implementation  Financing:  [1. CRRSA/ARPA] 2.	f the IT Project, and hildhood Education tunities), CCAoK (Courement managen sabilities will be revows will be re-designed by the court of the court	Mixed Delivery Child Care Awa nent vendor Res riewed and final gned or transferr  \$0 \$407,825 \$0 \$395,328 \$803,153 \$8,433 \$811,586  Subproject):	Start Date	(Department of Chilre (Kansas universit Center (Kansas universit Center gathered, generated, pument. Business Proce Registry system. As the Project Value \$250,000 \$10,000,001 Infrastructure  End Date 1/16/2023 4/9/2023 4/9/2023 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/17/2022 12/	n and Families), KDitter for Public Partne and validated collab ess Enhancements me Workforce Regist  KITO Rate Structure Range \$10,000,000 Greater Projects  Internal Cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	HE (Kansas Department of Schips and Research), KC oratively with the above say take place as new funcy will stitch together mu	Project Quarterly KITO Fee  \$2,811  Total Cost \$10,00 \$43,95 \$55,00 \$127,43 \$81,00 \$397,82 \$403,76 \$811,58

INFORMATION TECHNOLOGY PROJECT REQU	EST EXPLANA	ATION DA	519
1. Project Title	2. Estimat	ed Dates	Projected Months from
KCCTF Professional Development Workforce Registry	Planning Start:	12/14/2022	Execution to Close-Out
	Execution Start:	1/17/2023	12
	Close-Out End:	12/29/2023	12
3. Agency	4. Project Director	·/Project Manage	er
Kansas Children's Cabinet & Trust Fund (KCCTF)	Melissa Rooker/ Sar	a Gardner	_

5. Qualitative and Quantitative Savings Explanation

The proposed Early Childhood Education Workforce Registry will fill a gap in Kansas's current Mixed Delivery System (Kansas is part of a minority of states that do not own and use an ECE Workforce Registry solution). The language of the technical requirements indicate that Kansas has a preference for a cloud-based, vendor-managed solution. This is important for two reasons: first, Kansas will not take on the purchasing and maintenance burden of on-premise technical infrastructure. Second, Kansas may potentially benefit from product updates, bug fixes, and other value-added development through the selection of a vendor-managed software as a service [SaaS] product. Technology savings aside, this project is unique in that it affects workflows that span multiple agencies and programs. In some ways, the registry will provide the state with missing functionality (such as features normally solely contained within a Quality Rating and Improvement System [QRIS], a workforce Learning Management System [LMS], and a recruiting pipeline management system). In other cases, current practices will be replaced or enhanced (such as a one-stop shop for ECCE providers to review current labor credentials to match their needs, or built-in feedback loops between the state, provider entities, and the labor force for improved communication and collaboration). As this project is fully federally funded, there are no hard costs/savings to the state of Kansas. Currently, there is an excercise to review actual cost avoidance totals, but because this relies on information gathered post discovery phase, that data is not yet available (the estimation below is based on the low end of cost savings, expectations are considerably higher given experience with other consolidated registries).

6. Qualitative and Quantitative Savings Est	imate						
Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Labor Saving - Improved visibility in ECE Woo	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	
Labor Saving - Improved communication and o	collaboration with						
external and internal stakeholders		\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000
1							
Subtotal	\$400,000	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000
Cash Savings (Hard Dollars)			T	T	T	T	
		\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
This is to be reviewed post discovery phase							
		TBD	TBD	TBD	TBD	TBD	TBD
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings	\$400,000	\$0			\$100,000	\$100,000	
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs Total	\$811,586	\$811,586			\$0		
Net Cost Benefit Total	-\$411,586	-\$811,586	\$0	\$100,000	\$100,000	\$100,000	\$100,000
Cost Benefit per Month Calendar Months to Break Even	\$33,333 24						
8. Ongoing Cost	24	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$0		\$712,992	\$712,992	\$0	
- r cost for an ee ensuing of 15		ΨΟ	Ψ.12,772	Ψ,12,772	Ψ.12,772	ΨΟ	ΨΟ

<sup>\*</sup> Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

## **Project Management Plan: Work Product Identification**

Project: Professional Development Workforce Registry

Deliverable Name	Due Date	Date Delivered	Point of Contact
Project Objectives	1/29/23		Jamee Herbert –
Statement			jamee@getbridgecare.com
UAT Requirements List	4/30/23		Jamee Herbert –
			jamee@getbridgecare.com
Development Milestone	6/04/23		Jamee Herbert –
#1			jamee@getbridgecare.com
Development Milestone	7/02/23		Jamee Herbert –
#2			jamee@getbridgecare.com
Development Milestone	7/23/23		Jamee Herbert –
#3			jamee@getbridgecare.com
Data Conversion	8/13/23		Jamee Herbert –
Milestone			jamee@getbridgecare.com
Data Migration Milestone	9/3/23		Jamee Herbert –
			jamee@getbridgecare.com
VPAT Review Results	9/17/23		Jamee Herbert –
			jamee@getbridgecare.com
VPAT Remediation	10/15/23		Jamee Herbert –
Review			jamee@getbridgecare.com
Final UAT Completed	10/29/23		Jamee Herbert –
			jamee@getbridgecare.com
Training Completed	11/26/23		Jamee Herbert –
			jamee@getbridgecare.com
Support Documentation	12/3/23		Jamee Herbert –
Delivered			jamee@getbridgecare.com
System Launch	12/17/23		Jamee Herbert –
			jamee@getbridgecare.com

Date: 12/23/23

Task Name	Duration	Work St	art	Finish	Predecessors	Resource	Milestone
Planning	34d	36 12/	/14/22	01/16/23			
Contract Review and Sign Off	1d	1 12/	/14/22	12/14/22		Contract Supervisor, Project I	Manager, Product Design, Eng
KITO Documentation Review (see WBS 62)	28d	35 12/	/20/22	01/16/23	65		Manager, Product Design, Eng
Execution Start	335d	1796 01/	/17/23	12/17/23			
Vendor Kick Off	0			01/17/23		Contract Supervisor, Project I	Manager, Product Design, Eng
Phase 1 Define objectives	13d	35 01/	/17/23	01/29/23	5		Manager, Product Design, End
Project Objectives Statement	0			01/29/23	6	- 1 , ,	Yes
Phase 2: Requirements Gathering and Validation and Design	70d	516 01/		04/09/23	-		
Sprint 1: Requirements Gathering - Learning Management	14d	80 01/		02/12/23	0	Contract Supervisor, Project I	Manager, Product Design, Eng
Sprint 2: Requirements Gathering - Professional Development	14d	80 02/		02/26/23	9		Manager, Product Design, Eng
Sprint 3: Requirements Gathering - QRIS	14d	80 02/		03/12/23	10		Manager, Product Design, Eng
Sprint 4: Requirements Gathering - API Interfaces & Electronic Recording		80 03/		03/26/23	11		Manager, Product Design, Eng
Sprint 5: Validation	14d	80 03/		04/09/23	12		Manager, Product Design, Eng
Phase 2.2 Design	21d	116 04/		04/30/23	13		nanager, reduct 2 eeigri, 2119
Sprint 6: Design Phase 1	14d	80 04/		04/23/23	13	Contract Supervisor Project I	Manager, Product Design, Eng
Sprint 7: Design Phase 2	7d	36 04/		04/30/23	15		Manager, Product Design, Eng
Deliverable - UAT Requirements List	0			04/30/23	88, 16	Contract Cupervisor, 1 Toject i	Yes
Phase 3: Development and Data Conversion and Migration	84d	729 05/		07/23/23	00, 10		163
Sprint 1: Development	14d	67 05/		05/14/23	16	Contract Supervisor Project	Manager, Product Design, Eng
Sprint 2: Development	7d	67 05/		05/21/23	19		Manager, Product Design, Eng
Sprint 2: Development  Sprint 3: Development	7d	67 05/		05/28/23	20		Manager, Product Design, End
· · · · · · · · · · · · · · · · · · ·	7d 7d	67 05/		06/04/23	21		Manager, Product Design, Eng
Sprint 4: Development					22		
Dev Milestone 1	0 7d	67 06/	/04/23	06/04/23 06/11/23		Contract Supervisor, Project	
Sprint 5: Development					22		Manager, Product Design, Eng
Sprint 6: Development	7d	67 06/		06/18/23	24		Manager, Product Design, Eng
Sprint 7: Development	7d	67 06/		06/25/23	25		Manager, Product Design, Eng
Sprint 8: Development	7d	67 06/		07/02/23	26		Manager, Product Design, Eng
Dev Milestone 2	0			07/02/23	27	Contract Supervisor, Project I	
Sprint 9: Development	7d	59 07/		07/09/23	27		Manager, Product Design, Eng
Sprint 10 : Development	7d	67 07/		07/16/23	29		Manager, Product Design, Eng
Sprint 11: Development	7d	67 07/		07/23/23	30		Manager, Product Design, Eng
Dev Milestone 3	0			07/23/23	31	Contract Supervisor, Project I	Yes
Phase 3.2 Data Conversion and Migration/ API Phase 2 Start	42d	402 07/		09/03/23			
Sprint 12: Data Conversion	7d	67 07/		07/30/23			Manager, Product Design, Eng
Sprint 13: Data Conversion	7d	67 07/		08/06/23	34		Manager, Product Design, Eng
Sprint 14: Data Conversion	7d	67 08/		08/13/23	35	Contract Supervisor, Project l	Manager, Product Design, Eng
Deliverable - Data Conversion Milestone	0			08/13/23	36		Yes
Sprint 15: Data Migration	7d	67 08/		08/20/23	36		Manager, Product Design, Eng
Sprint 16: Data Migration	7d	67 08/		08/27/23	38		Manager, Product Design, Eng
Sprint 17: Data Migration	7d	67 08/		09/03/23	39	Contract Supervisor, Project I	Manager, Product Design, Eng
Deliverable - Data Migration Milestone	0	1	/03/23	09/03/23	40		Yes
Phase 4: Testing & UAT	56d	291 09/	/04/23	10/29/23	40		
Sprint 1: VPAT Review	14d	73 09/	/04/23	09/17/23	40	Contract Supervisor, Project I	Manager, Product Design, Eng
Deliverable: VPAT Review Results	0	09/	/17/23	09/17/23	43	Contract Supervisor, Project I	Yes
Sprint 2: Testing	14d	73 09/	/18/23	10/01/23	43	Contract Supervisor, Project I	Manager, Product Design, Eng
Sprint 3: VPAT Remediation	14d	80 10/	/02/23	10/15/23	45	Contract Supervisor, Project I	Manager, Product Design, Eng
Deliverable: VPAT Remediation Review	0	10/	/15/23	10/15/23	46	Contract Supervisor, Project I	Yes
Sprint 4: UAT	14d	65 10/	/16/23	10/29/23	46		Manager, Product Design, Eng
Deliverable: Final UAT Completed	0	10/	/29/23	10/29/23	48	Contract Supervisor, Project I	
Phase 5: Staff Onboarding & Enablement	35d	195 10/	/30/23	12/03/23	49	<u> </u>	
Staff Training	14d	75 10/		11/12/23	48	Contract Supervisor, Project I	Manager, Product Design, Eng
Provider Training	14d	75 11/		11/26/23	51		Manager, Product Design, Eng
Deliverable: Training Completed	0		/26/23		52	Contract Supervisor, Project I	<u> </u>
		1		•	-		

#### DocuSign Envelope ID: E76BACBB-583E-4395-A8F1-01D479B04A31

Task Name	Duration	Work	Start	Finish	Predecessors	Resource	Milestone
Support Documentation & Enablement	7d	45	11/27/23	12/03/23	53	Contract Supervisor, Project	Manager, Product Design, Er
Deliverable: Support Documentation Deliverered	0		12/03/23	12/03/23	54	Contract Supervisor, Project	l Yes
Execution END Phase 6: Implementation & Launch	14d	30	12/04/23	12/17/23	55		
Implementation	14d	30	12/04/23	12/17/23	55	Contract Supervisor, Project	Manager, Product Design, Er
Deliverable: System Launch	0		12/17/23	12/17/23	57	Contract Supervisor, Project	l Yes
Close Out PIER Post Implementation Evaluation Report (PIER) developm	12d	17	12/17/23	12/29/23	57	Contract Supervisor, Project	Manager, Product Design, Er
PIER Review Meeting	0	1	12/17/23	12/17/23	57	Contract Supervisor, Project	Manager, Product Design, Er
Materials Gathering	5d	8	12/18/23	12/22/23	60	Contract Supervisor, Project	Manager, Product Design, Er
Submission	7d	8	12/23/23	12/29/23	61	Contract Supervisor, Project	Manager, Product Design, Er
KITO Submission	29d	0	12/19/22	01/16/23			
High Level Handover Brian Banta	1d		12/19/22	12/19/22			
KITO submission draft	3d	4	12/20/22	12/22/22	65		
BridgeCare WBS review part 1	1d		12/21/22	12/21/22			
BridgeCare WBS review part 2	1d		12/22/22	12/22/22			
Final WBS submitted	1d	4	12/23/22	12/23/22			
KITO Submission Final	2d	4	12/26/22	12/27/22			
Archivist Letter	2d	4	12/27/22	12/28/22			
Accessibility Letter	10d	2	12/27/22	01/05/23			
CITO Submission	1d	4	01/06/23	01/06/23	71, 72		
CITO Approval	10d	4	01/07/23	01/16/23	73		
Cabinet Documentation and Meetings	274d		01/13/23	10/13/23			
DCF Quarterly Report Q1	1d	3	01/13/23	01/13/23			
DCF Quarterly Report Q2	1d	3	04/14/23	04/14/23			
DCF Quarterly Report Q3	1d	3	07/14/23	07/14/23			
DCF Quarterly Report Q4	1d	3	10/13/23	10/13/23			
Risk Management							
Risk Review Initial Assessment							
Risk Miitigation 1							
(Insert steps)							
Challahaldan mashin ma/Annanyala	4.4		02/00/02	02/00/02			
Stakeholder meetings/Approvals  Review with KSHS	1d 1d		03/20/23	03/20/23			

State Archives Division 6425 SW 6th Avenue Topeka KS 66615-1099



785-272-8681, ext. 272 megan.burton@ks.gov kshs.org

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

December 28, 2022

Melissa Rooker, Executive Director Kansas Children's Cabinet and Trust Fund Landon State Office Building 900 SW Jackson Street, Room 152 Topeka, KS 66612

Dear Director Rooker,

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Ethan Moses, Associate Consultant, recently sent to me for review an Electronic Records Retention Statement for the Kansas Children's Cabinet and Trust Fund (KCCTF) Professional Development Workforce Registry detail-level plan. From my review of the project plan materials, I have determined that the project will affect long-term records. Project staff have included records management tasks on the Work Breakdown Structure.

The Electronic Records Retention Statement for the detail-level plan is approved. A copy of this approval letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

**Ethan Anderson** 

**Government Records Archivist** 

Cc: Cole Robison, Director of IT Accessibility, OITS

Ethan Moses, Associate Consultant, Resultant/KCCTF

Executive Branch Information Technology Office of Information Technology Services 2800 SW Topeka Blvd., Building 100 Topeka, KS 66611



Phone: (785) 296-3463 Fax: (785) 296-1168 oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

January 5, 2023

Melissa Rooker, Executive Director Children's Cabinet and Trust Fund 900 SW Jackson St., Room 152 Topeka, KS 66612-1221

Dear Dir. Rooker:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Ethan Moses an Accessibility Statement for the Professional Development Workforce Registry project for review in compliance with this process.

This statement, and the accompanying Accessibility Conformance Reports (ACR), affirm that the project will comply with the requirements of ITEC Policy 1210. Verification of overall compliance, and any necessary remediation, for the project will occur according to WBS tasks 17, 46, and 49.

The Accessibility Statement for the Professional Development Workforce Registry detailed project plan is approved. A copy of this letter should be included with the submittal of the Professional Development Workforce Registry detailed project plan to the Branch CITO for approval.

Sincerely,

Cole D. Robison

B7372BE57AD54B7

DocuSigned by:

Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator Sara Gardner, The University of Kansas Center for Public Partnerships & Research Ethan Moses, Resultant Sara Spinks, Director, Kansas Information Technology Office Hannah White, Children's Cabinet and Trust Fund



Melissa A. Rooker, Executive Director

Phone: (785) 368-7044 Fax: (785) 296-8694 www.kschildrenscabinet.org

Laura J. Kelly, Governor

# KCCTF Professional Development Workforce Registry

**Detailed Project Plan Compliance Statements** 

#### **Architectural Statement**

The Professional Development Workforce Registry will comply with the ITEC Policy 4010 Revision-1 Kansas Information Technology Architectural Compliance Requirements through inclusion of the policy as a part of the contract with the vendor.

ITEC Policy 9500 Wireless LAN Requirements does not apply.

#### Ownership of Software Code and Related Intellectual Property

The ownership of the software product is explicitly stated in the contract, as provided for in the KS Information Technology Policy 1500.

As applicable, all original software and software code and related intellectual property developed or created by the Contractor in the performance of its obligations under the Contract or any Task Order issued under this Contract shall remain the sole property of the Contractor unless specifically developed for the sole and exclusive use by the State of Kansas.

#### **Accessibility Statement**

The Kansas Children's Cabinet and Trust Fund (KCCTF) will ensure that the Professional Development Workforce Registry project complies with the Accessibility Requirements ITEC Policy 1210 Revision-3:

•All entity ICT shall be accessible to and usable by individuals with disabilities in accordance with federal and state law

As indicated in ITEC IT Policy 2400A, the state entity has incorporated the Voluntary Product Accessibility Template (VPAT) into any bid specifications and system requirements for all products that are procured, provided as a service, or custom built as part of the project.

The attached VPAT report is based off a preliminary review comparing previous BridgeCare (vendor) projects, their associated VPAT reports and the requirements for the Workforce Registry. The VPAT will be updated (as required) post remediation step in the WBS, in line with vendor process. This ensures that any changes to the system required post discovery/testing phase are in line with accessibility policy.

In the plan, review and remediation can be found at:

**UAT Requirements Gathering:** WBS Element 18

Review: WBS Element 45

Remediation: WBS Element 48

#### **Security Statement**

The Professional Development Workforce Registry will comply with all relevant IT policies and standards through inclusion of the policy as a part of the signed contract with the vendor.

Kansas
Children's Cabinet
& Trust Fund

Landon State Office Building 900 SW Jackson St., Room 152 Topeka, KS 66612-1221

Melissa A. Rooker, Executive Director

Phone: (785) 368-7044 Fax: (785) 296-8694 www.kschildrenscabinet.org

Laura J. Kelly, Governor

#### **Privacy Statement**

The Professional Development Workforce Registry will comply with all relevant privacy policies and standards through inclusion of the policy as a part of the signed contract with the vendor.

The Professional Development Workforce Registry will receive selected electronic datasets from sister systems, including but not limited to CLARIS, WLS, FACTS, KEES, and other systems pending Business Process Analysis efforts. The received data extracts will be mapped and converted into the format utilized by the Workforce Registry application. The application is then populated with the datasets. The data will consist of demographic and identifying data, including the names and client IDs of childcare providers, programs, professional development activities, and certifications.

- 1. What information is included
  - a. The Professional Development Workforce Registry pulls data from already existing databases, of which all are required to comply (when relevant) with Privacy Act of 1974, Health Insurance Portability and Accountability ACT 1996. A review of registry sources.
- 2. Why is it collected
  - a. Information is pulled from aforementioned databases as a means of consolidating information relevant to workers in ECC fields.
- 3. How will it be used
  - a. The information is already readily available and will not be used by the registry in a way different from what the current databases allow. It is merely a consolidation of information for the benefit of ECC workers.
- 4. Exclusion opportunities
  - a. The team does not currently see any necessity for exclusion opportunities. However, upon completion of the discovery phase during the development cycle, such opportunities may be revisted as necessary. This will be reported on via KITO monthly reports.
- 5. 1974 Act implementation
  - a. The registry will ensure implementation post discovery phase (WBS Element 17 on attached plan)
- 6. Other privacy requirements
  - a. The registry will review additional privacy requirements as required at (WBS Element 17 on attached plan)
- 7. Total privacy cost estimate
  - a. Privacy costs are currently wrapped into the development budget and not highlighted as sperate costs due to the nature of the project.

#### **Electronic Record Retention Statement**

The Professional Development Workforce Registry will comply with all electronic record retention policies and standards through inclusion of the policy as a part of the signed contract with the vendor.

The Professional Development Workforce Registry will receive selected electronic datasets from sister systems, including but not limited to CLARIS, WLS, FACTS, KEES, and other systems pending Business Process Analysis efforts. The received data

Kansas
Children's Cabinet
& Trust Fund

Landon State Office Building 900 SW Jackson St., Room 152 Topeka, KS 66612-1221

Melissa A. Rooker, Executive Director

Phone: (785) 368-7044 Fax: (785) 296-8694 www.kschildrenscabinet.org

Laura J. Kelly, Governor

extracts will be mapped and converted into the format utilized by the Workforce Registry application. The application is then populated with the datasets. The data will consist of demographic and identifying data, including the names and client IDs of childcare providers, programs, professional development activities, and certifications.

In the plan, review and remediation (if required) can be found at:

#### Review: WBS Element 13

- 1.For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form?
  - a. No records will be replaced at this time. However, an additional review step will occur at the aforementioned WBS element.
- 2. What new business functions will be implemented?
  - a. The Workforce Registry will support Learning Management, Professional Development, and Quality Recognition efforts across the early childhood education mixed delivery system.
- 3.For each business function identified in 1) and 2) above, what are the legal, regulatory or operational reasons for performing it?
  - a. N/A; however, anticipated benefits include the standardization of business processes across multiple types of organizations and roles, electronic access to information, and centralization of information.
- 4. What legal, regulatory, or operational requirements, including State Record Board approved retention schedules, exist for keeping records related to each business function?
  - a. KCCTO does not currently have a record retention schedule as the nature of the registry is a consolidation of already available data.
- 5. Will any of the data necessary to document the business functions either be maintained in another system within the state entity or in a system outside the state entity? If so, please specify.
  - a. No.
- 6.What are the legal, regulatory, or operational requirements to providing public access to the records?
  - a. Yet to be determined, this step occurs at the aforementioned WBS element.
- 7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentiality?
  - a. Yet to be determined, this step occurs at the aforementioned WBS element.
- 8.Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such record involved.
  - a.No such records will be involved.
- 9.Estimate of the three-year total cost of addressing records identified in No. 8 above the included on the DA519, Item #8.
- a.As of this point, no costs associated with addressing records. However, a review will occur at the aforementioned WBS element.

## Risk Identification Summary (Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: 3/23/2022 Prepared by: Brian Banta

Category	Prob	Imp	Risk	Mitigation Approaches
Timeline	M	Н	Implementation relies on multiple agencies, vendors, etc. Multiple stakeholders increases complexity, and unforeseen needs or circumstances may cause the timeline to shift.	Maintain a centralized registry of project documents, communication, and plans so that issues can be identified early and mitigated as a collective group effort.
Resources	M	M	Implementation relies on multiple agencies, vendors, etc. Multiple stakeholders increases complexity and creates a need for robust project communication and collaboration. Failure to communicate adequately may delay the project.	Enforce weekly or daily communication rituals with key stakeholders (as determined by phase). Record all action items and interactions, to be distributed to involved parties following meetings.
Communication	M	M	Resources will collaborate remotely, increasing the complexity of information transfer between parties. Friction in communication channels may lead to misunderstandings or improper planning, which may delay the project.	Establish early ground rules and communication norms that are standard across all parties.
Scope	L	M	Aspects of the system may require custom configuration in order to adequately interface with Kansas state systems. Unforeseen technical complexity may delay the project.	Include technical subject matter experts in early solution design conversations in order to front-load any custom technical work.
Resources	M	L	Stakeholders related to important tasks (such as business process design and User Acceptance Testing) will need to contribute time to this project in addition to their regular duties. This may strain limited resources and cause delays to the project.	Maintain coordination and early indication of anticipated needs from project stakeholders to ensure the timely completion of project tasks with interlaced dependencies.

Legend

Prob = Probability of Occurrence

Imp = Impact

# RISK ASSESSMENT MODEL Detailed Plan - Summary Report Ver. 1.0

Agency Name: KCCTF

**Project Name:** Professional Development Workforce Registry

#### 1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

### 2. Summary

Score	Risk Level	Risk Area
1.4	LOW	Strategic Risk
2.2	MEDIUM	Financial Risk
2.3	MEDIUM	Project Management Risk
2.3	MEDIUM	Technology Risk
3.6	HIGH	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

### 3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Mel	lissa	Rool	ker

**Project Director** 

(Rev. 6/2012)

## **RISK ASSESSMENT - Summary Report**

### **Detailed Plan - List of Comments**

(Expand Row Height to Show all Text)

1	
2	
3	A framework is in place, but there will be anticpated modifications after discovery phase as
	module priority is fully realized at that point
4	
5	The registry is an optimization of the current system, benefitting operations in the long run.
6	
	An initial cost benefit analysis was completed informally. The next stage will be completed in parrele to vendor discovery phase to insure all potential features are adequately accounted for. As noted in the question above, benefit/payback assumptions will be fully realized once the
O	discovery phase is complete. However, there is an undeniable soft benefit to the system due to the consolidation of resources, allowing for quicker data aquisition and faster application of
	standards to ECC resources.
9	When it's live, we'll be able to pull data and communicate with professionals in a way that
	would have taken many manual processes and likely missed people.
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
<ul><li>24</li><li>25</li></ul>	
26	
27	
28	
29	
30	
31	
	once it's fully operational, we would need high up times for licensing and training purposes,
J_	which have daily transactions
	William have daily didiisactions

33

34 35

36 Benefit is more appropriate in this situation. The system will pull together information from already available databases, thus consolidating information rather than creating new.

3

37

38