

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



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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

July 13, 2023

Todd Herman, Director  
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Department of Corrections Resident Education Portal Access project is enclosed. Melissa Mounts is the primary contact for the project and can be reached at (785) 608-5764.

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 \$811,200. The quarterly KITO fee for the project will be \$2,800 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:  
  
96458762E720488...  
Jeff Zmuda, Secretary  
Department of Corrections

DocuSigned by:  
  
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  
Kelly Johnson, OPC  
Brian Reiter, OITS  
Melissa Mounts, KDOC  
Nichelle Mauk, KDOC  
Cris Fanning, KDOC  
Macy Pickman, KDOC  
Megan Burton, KSHS  
Cole Robison, OITS  
Alex Wong, CITA

Sara Spinks, KITO

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Jeff Zmuda, Secretary

Laura Kelly, Governor

May 5, 2023

Mr. Jeff Maxon, Chief Information Technology Officer  
Executive Branch Information Technology  
Office of Information Technology Services  
2800 SW Topeka Blvd, Bldg 100  
Topeka, KS 66611

Mr. Maxon,

Please find the enclosed documentation as a proposal for a licensing avenue which will allow educational opportunities for individuals incarcerated within the Kansas Department of Corrections (KDOC). This effort will consist of a single sign-on portal which will allow post-secondary, associate, and bachelor's degree students to take courses to further their education as they make strides to better their lives as future community members. Residents will be granted secure access to existing devices through a Learning Management System (LMS) where they will receive classwork and resources for appropriate educational courses.

The scope of this project is to simply secure the licensing network necessary for a single sign on service. Each license will be securely attached to a device not owned by KDOC, yet compatible with educational platforms utilized by KDOC. The cost of this effort is \$800,000 and is fully funded by federal American Recovery Plan Act fund authorized by the Strengthening People & Revitalizing Kansas (SPARK) Committee. All expenditures must be made by June 30, 2023.

Sincerely,

Jeff Zmuda  
Secretary of Corrections

|                                                                                                                                                                                                                                                                                                                                                                                |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>State Entity: Department of Corrections, Programs and Risk Reduction, Education</b>                                                                                                                                                                                                                                                                                         |                       |
| <b>Project Name: Resident Education Portal Access</b>                                                                                                                                                                                                                                                                                                                          |                       |
| <b>Greater than \$250,000/ less than \$1,000,000 (Y/N): Y</b>                                                                                                                                                                                                                                                                                                                  |                       |
| <b>Greater than \$1,000,000 (Y/N): N</b>                                                                                                                                                                                                                                                                                                                                       |                       |
| <b>IT Project Plan Documents</b>                                                                                                                                                                                                                                                                                                                                               | <b>Included (Y/N)</b> |
| For forms and/or more detailed information on completion of plan:<br>see <a href="https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans">https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans</a>                                                                                                                                         |                       |
| For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A<br><a href="https://ebit.ks.gov/itec/resources/policies">https://ebit.ks.gov/itec/resources/policies</a>                                                                                                                                                                  |                       |
| <b>Cover Letter Requesting Project Approval</b>                                                                                                                                                                                                                                                                                                                                | Y                     |
| <b>IT Project Request Explanation--DA518</b>                                                                                                                                                                                                                                                                                                                                   | Y                     |
| <b>IT Cost Benefit Statement--DA519</b>                                                                                                                                                                                                                                                                                                                                        | Y                     |
| <b>Work Breakdown Structure</b>                                                                                                                                                                                                                                                                                                                                                |                       |
| Task Name (tasks should be descriptive)                                                                                                                                                                                                                                                                                                                                        | Y                     |
| Start                                                                                                                                                                                                                                                                                                                                                                          | Y                     |
| Finish                                                                                                                                                                                                                                                                                                                                                                         | Y                     |
| Milestone                                                                                                                                                                                                                                                                                                                                                                      | Y                     |
| <b>Architectural Statement (ITEC Policy 4010 and 9500) <a href="https://ebit.ks.gov/itec/resources/policies">https://ebit.ks.gov/itec/resources/policies</a></b>                                                                                                                                                                                                               |                       |
| Statement of products and standards compliance                                                                                                                                                                                                                                                                                                                                 | Y                     |
| If different, attach CITA waiver                                                                                                                                                                                                                                                                                                                                               | N/A                   |
| <b>Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)</b>                                                                                                                                                                                                                                                                                         |                       |
| Statement of compliance                                                                                                                                                                                                                                                                                                                                                        | Y                     |
| If different, attach CITO waiver                                                                                                                                                                                                                                                                                                                                               | N/A                   |
| <b>Accessibility Statement (ITEC Policy 1210)</b><br><a href="https://ebit.ks.gov/itec/resources/policies/policy-1210">https://ebit.ks.gov/itec/resources/policies/policy-1210</a>                                                                                                                                                                                             |                       |
| Statement indicating intent to use Voluntary Product Accessibility Template® (VPAT®) to assess compliance with ITEC 1210 as part of the procurement/development and testing process, or attach exception from State ADA Coordinator.<br><a href="https://www.itic.org/policy/accessibility/vpat">For more information see: https://www.itic.org/policy/accessibility/vpat.</a> | Y                     |
| Attach approval letter from State Director of IT Accessibility                                                                                                                                                                                                                                                                                                                 | Y                     |
| <b>Electronic Records Retention Statement (K.S.A. 45-403 and K.S.A. 45-213 through 45-223)</b><br><a href="https://www.ksks.org/p/records-management-and-the-law/11348">For more information see -- https://www.ksks.org/p/records-management-and-the-law/11348</a>                                                                                                            |                       |
| 1. Identify replaced paper records                                                                                                                                                                                                                                                                                                                                             | Y                     |
| 2. Identify new business functions                                                                                                                                                                                                                                                                                                                                             | Y                     |
| 3. Reasons for business functions                                                                                                                                                                                                                                                                                                                                              | Y                     |
| 4. Records requirements for business function                                                                                                                                                                                                                                                                                                                                  | Y                     |
| 5. Documents in another system?                                                                                                                                                                                                                                                                                                                                                | Y                     |
| 6. Public access requirements                                                                                                                                                                                                                                                                                                                                                  | Y                     |
| 7. Access control requirements                                                                                                                                                                                                                                                                                                                                                 | Y                     |
| 8. Identify all records with retention period of ten or more years                                                                                                                                                                                                                                                                                                             | Y                     |
| 9. Estimate three year cost of addressing records identified in No. 8                                                                                                                                                                                                                                                                                                          | Y                     |
| Attach approval letter from State Archivist.                                                                                                                                                                                                                                                                                                                                   | Y                     |
| <b>Risk Identification Summary (Form ITEC PM02-11a)</b>                                                                                                                                                                                                                                                                                                                        | Y                     |
| <b>Risk Assessment Model (RAM) Summary - High Level Plans</b>                                                                                                                                                                                                                                                                                                                  | Y                     |
| <b>Fiscal Note, if appropriate</b>                                                                                                                                                                                                                                                                                                                                             | N/A                   |
| <b>Electronic copy submitted four weeks prior to contract award and/or project execution</b>                                                                                                                                                                                                                                                                                   |                       |

| INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|--------------------|----------------------------|-----------|----------------|-----------|--------------|---------|--------------|---------|---------|-------------------------|--|---------|---------|--|
| 1. Project Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                |     |                                                                                                                                                                                                                                                                                            | 2. Project Priority |               | 3. Estimated Dates |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Resident Education Portal Access                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               | Planning Start:    |                            | 5/1/2023  |                |           |              |         |              |         |         |                         |  |         |         |  |
| Agency:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               | Execution Start:   |                            | 7/1/2023  |                |           |              |         |              |         |         |                         |  |         |         |  |
| Kansas Department of Corrections, Programs and Re-Entry, Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               | Close-Out End:     |                            | 6/30/2024 |                |           |              |         |              |         |         |                         |  |         |         |  |
| 4. Project Description and Justification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |     |                                                                                                                                                                                                                                                                                            | Date Submitted:     |               | 5-May-23           |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| <p>As the Educational opportunities grow for our incarcerated residents the need for a consistent system to allow for post-Secondary, associate, and bachelor’s degree students to take classes is needed. The students will need secure access to computers that they can use for word processing and for use of a Learning Management System (LMS) to receive classwork and resources for classes. This is the acquisition of Licensure for a single sign-on service that will allow students access to a secure network portal to be used by the KDOC resident population. The licenses have a secure laptop attached one-to-one. These devices are not owned by the KDOC and KDOC is not responsible for maintenance of said devices. In addition, these devices will connect to the existing resident Wi-Fi networks and not be connected to the KDOC network. They will be supported by ATLO and not the state of Kansas IT department. The inventory of devices is kept by ATLO. The scope of this project is to develop a consistent technology across the State of Kansas that will allow for the residents to have access to post-secondary education classes. This technology will serve residents in all KDOC correctional facilities. The system chosen must be Fed Ramp approved and secure. The Strengthening People &amp; Revitalizing Kansas (SPARK) committee approved funding and to purchase technology support for post-secondary education opportunities for the residents incarcerated in the facilities across the state of Kansas. One component are correctional-grade laptops that are compatible with educational platforms utilized by KDOC education partners. These devices meet KCJIS security requirements. ARPA funding provided for this acquisition must be expended by June 30; thus, KDOC respectfully requests that review and approval be expedited to provide sufficient time for orders to be placed, equipment delivered, and invoices paid before SMART is closed in late June for year-end processing.</p> |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Is this an Infrastructure Project? (Y/N)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            | N         |                |           |              |         |              |         |         |                         |  |         |         |  |
| Will Business Process Modeling be completed during the IT project and business design? (Y/N)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            | N         |                |           |              |         |              |         |         |                         |  |         |         |  |
| Will national and/or industry data standards be used? (Y/N)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            | N         |                |           |              |         |              |         |         |                         |  |         |         |  |
| If yes, please specify.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| 5. Estimated Project Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | Cost           |     | KITO Rate Structure                                                                                                                                                                                                                                                                        |                     |               |                    | Project Quarterly KITO Fee |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Internal Cost (Salaries)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | \$0            |     | <table><tr><td colspan="2">Project Value Range</td><td>Quarterly Rate</td></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td>0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td>0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td>0.00035</td></tr></table> |                     |               |                    | Project Value Range        |           | Quarterly Rate | \$250,000 | \$10,000,000 | 0.00350 | \$10,000,001 | Greater | 0.00050 | Infrastructure Projects |  | 0.00035 | \$2,800 |  |
| Project Value Range                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              | Quarterly Rate |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| \$250,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$10,000,000 | 0.00350        |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| \$10,000,001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Greater      | 0.00050        |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Infrastructure Projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              | 0.00035        |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Contractual Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              | \$800,000      |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Commodities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              | \$0            |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Capital Outlay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              | \$0            |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Sub-Total Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              | \$800,000      |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Total KITO Rate Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              | \$11,200       |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Total Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              | \$811,200      |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| 6. Project Subprojects (include name, start and end dates, and cost of each Subproject):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Subproject Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              | Start Date     |     | End Date                                                                                                                                                                                                                                                                                   |                     | Internal Cost |                    | External Cost              |           | Total Cost     |           |              |         |              |         |         |                         |  |         |         |  |
| Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | 5/1/2023       |     | 6/9/2023                                                                                                                                                                                                                                                                                   |                     | \$0           |                    | \$0                        |           | \$0            |           |              |         |              |         |         |                         |  |         |         |  |
| Execution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Execution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              | 7/1/2023       |     | 6/30/2024                                                                                                                                                                                                                                                                                  |                     | \$0           |                    | \$811,200                  |           | \$811,200      |           |              |         |              |         |         |                         |  |         |         |  |
| Enter Subproject 2 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           | \$0            |           |              |         |              |         |         |                         |  |         |         |  |
| Enter Subproject 3 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           | \$0            |           |              |         |              |         |         |                         |  |         |         |  |
| Enter Subproject 4 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           | \$0            |           |              |         |              |         |         |                         |  |         |         |  |
| Enter Subproject 5 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           | \$0            |           |              |         |              |         |         |                         |  |         |         |  |
| Execution Sub-Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              | 7/1/2023       |     | 6/30/2024                                                                                                                                                                                                                                                                                  |                     | \$0           |                    | \$811,200                  |           | \$811,200      |           |              |         |              |         |         |                         |  |         |         |  |
| Close-Out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              | 7/1/2023       |     | 6/30/2024                                                                                                                                                                                                                                                                                  |                     | \$0           |                    | \$0                        |           | \$0            |           |              |         |              |         |         |                         |  |         |         |  |
| Grand Internal, External, and Total Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |     |                                                                                                                                                                                                                                                                                            |                     | \$0           |                    | \$811,200                  |           | \$811,200      |           |              |         |              |         |         |                         |  |         |         |  |
| 7. Amount by Source of Financing:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| State Fiscal Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ARPA         | 2.             | 3.  | 4.                                                                                                                                                                                                                                                                                         | 5.                  | 6.            | 7.                 | Total                      |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| SFY 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$811,200    |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    | \$811,200                  |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| SFY 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    | \$0                        |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| SFY 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    | \$0                        |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| SFY 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    | \$0                        |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| SFY 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    | \$0                        |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| SFY 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    | \$0                        |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Total Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$811,200    | \$0            | \$0 | \$0                                                                                                                                                                                                                                                                                        | \$0                 | \$0           | \$0                | \$811,200                  |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| Description of funds listed above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |
| The StrengtheningPeople & Revitalizing Kansas (SPARK) committee approved American Rescue Plan Act (ARPA) funds to purchase technology support for post-secondary education opportunities for the residents incarcerated, to include the single sign-on licenses discussed in this proposal. Per the term of KDOC's MOU with the Recovery Office, these funds must be expended by June 30, 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                |     |                                                                                                                                                                                                                                                                                            |                     |               |                    |                            |           |                |           |              |         |              |         |         |                         |  |         |         |  |

| INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                                               |            |                        |          |          |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------|------------|------------------------|----------|----------|----------|
| 1. Project Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       | 2. Estimated Dates                            |            | Projected Months from  |          |          |          |
| Resident Education Portal Access                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       | Planning Start:                               | 5/1/2023   | Execution to Close-Out |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       | Execution Start:                              | 7/1/2023   |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       | Close-Out End:                                | 6/30/2024  |                        |          |          |          |
| 3. Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       | 4. Project Director/Project Manager           |            |                        |          |          |          |
| Kansas Department of Corrections, Programs and Re-Entry, Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       | Nichelle Mauk, Project Coordinator, Education |            |                        |          |          |          |
| 5. Qualitative and Quantitative Savings Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                                               |            |                        |          |          |          |
| The Department of Education has opened up opportunities for incarcerated students to access Second-Chance PELL grant funding for post-secondary education; to include both associate and bachelor degree programming. This secure portal will allow students to be able to connect through a learning management system, Blackboard/Anthology, to college classes offered by the KDOC college parters around the state of Kansas. Currently our students are limited to face-to-face class options only and it has been difficult to staff teaching positions in the facilities. Fully staffing teaching positions is a nationwide problem and with the unique population that our teachers are faced even more so. This secure portal will open up more opportunites for our students. The more options afforded to our students, the higher the success can be. |       |                                               |            |                        |          |          |          |
| 6. Qualitative and Quantitative Savings Estimate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |                                               |            |                        |          |          |          |
| Description of Savings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       | SFY 2023                                      | SFY 2024   | SFY 2025               | SFY 2026 | SFY 2027 | SFY 2028 |
| Cost Avoidance (Soft Dollars)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$0   | \$0                                           | \$0        | \$0                    | \$0      | \$0      | \$0      |
| Cash Savings (Hard Dollars)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$0   | \$0                                           | \$0        | \$0                    | \$0      | \$0      | \$0      |
| Other (Include Intangible Benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |                                               |            |                        |          |          |          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$0   | \$0                                           | \$0        | \$0                    | \$0      | \$0      | \$0      |
| Quantitative Savings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | \$0                                           | \$0        | \$0                    | \$0      | \$0      | \$0      |
| 7. Summary*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       | SFY 2023                                      | SFY 2024   | SFY 2025               | SFY 2026 | SFY 2027 | SFY 2028 |
| Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Total | \$811,200                                     | \$811,200  | \$0                    | \$0      | \$0      | \$0      |
| Net Cost Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Total | -\$811,200                                    | -\$811,200 | \$0                    | \$0      | \$0      | \$0      |
| Cost Benefit per Month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       | \$0                                           |            |                        |          |          |          |
| Calendar Months to Break Even                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | #DIV/0!                                       |            |                        |          |          |          |
| 8. Ongoing Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       | SFY 2023                                      | SFY 2024   | SFY 2025               | SFY 2026 | SFY 2027 | SFY 2028 |
| Operational Cost for three ensuing SFYs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       | N/A                                           | \$0        | \$0                    | \$0      | \$0      | \$0      |

\* 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: Resident Education Portal Access Project**Date: 05/30/2023*

| <b>Deliverable Name</b>                                | <b><i>Due Date</i></b> | <b><i>Date Delivered</i></b> | <b><i>Point of Contact</i></b> |
|--------------------------------------------------------|------------------------|------------------------------|--------------------------------|
|                                                        |                        |                              |                                |
| <b>Submit detail level documents for CITO Approval</b> | 06/9/2023              |                              | Nichelle Mauk                  |
| <b>Report Generation Complete</b>                      | 07/07/2023             |                              | Nichelle Mauk                  |
| <b>Equipment Training</b>                              | 7/31/2023              |                              | Jennifer Brunenn               |
| <b>Lessons Learned Complete</b>                        | 06/30/2024             |                              | Jennifer Brunenn               |
| <b>Archive Project Records Complete</b>                | 06/16/2024             |                              | Jennifer Brunenn               |
| <b>Submit PIER to KITO</b>                             | 06/30/2024             |                              | Jennifer Brunenn               |
| <b>Close-out Phase Complete</b>                        | 06/30/2024             |                              |                                |
|                                                        |                        |                              |                                |
|                                                        |                        |                              |                                |

**Project Management Plan: Work Product Identification**

*Project: Resident Education Portal Access Project*

*Date: 05/30/2023*

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**Pittsburg State University Enterprise Resource Planning (PSU ERP)**  
**Work Breakdown Structure**

| TASK #                    | MILE-<br>STONE   | TASK NAME                                                           | Duration | Work   | Start Date | Finish Date | Predecessors | Resource Names                    |
|---------------------------|------------------|---------------------------------------------------------------------|----------|--------|------------|-------------|--------------|-----------------------------------|
|                           | <b>Planning</b>  |                                                                     |          |        |            |             |              |                                   |
| 1                         | No               | High Level Project Plan                                             | 25 Days  | 30 hrs | 5/1/2023   | 5/25/2023   |              | Nichelle Mauk                     |
| 2                         | No               | Paperwork Development                                               | 5 Days   | 10 hrs | 5/8/2023   | 5/12/2023   |              | Nichelle Mauk                     |
| 3                         | No               | PO processed and sent to Vendor                                     | 1 Day    | 1 hrs  | 5/16/2023  | 5/16/2023   |              | Nichelle Mauk                     |
| 4                         | Yes              | CITO Approval of Detailed Plan                                      | 20 Days  | 20 hrs | 5/15/2023  | 6/9/2023    |              | Nichelle Mauk                     |
| <b>Project Initiation</b> |                  |                                                                     |          |        |            |             |              |                                   |
| 5                         | No               | Project Reporting                                                   | 274 Days | 20 hrs | 10/1/2023  | 6/30/2024   |              | Education Project Team            |
| 6                         | No               | Project Meetings                                                    | 365 Days | 8 hrs  | 7/1/2023   | 6/30/2024   |              | Education Project Team            |
| 7                         | No               | Quality Assurance Reviews - Process                                 | 365 Days | 8 hrs  | 7/1/2023   | 6/30/2024   |              | Education Project Team            |
| 8                         | No               | Risk Management Assessments                                         | 365 Days | 8 hrs  | 7/1/2023   | 6/30/2024   |              | Education Project Team            |
| 9                         | No               | Report Generation                                                   | 7 Days   | 13 hrs | 7/1/2023   | 7/7/2023    |              | Education Project Team            |
| 10                        | No               | Set up activites report format                                      | 1 Day    | 2 hrs  | 7/3/2023   | 7/3/2023    |              | Education Project Team            |
| 11                        | No               | Review the Report Requirments                                       | 3 Days   | 4 hrs  | 7/3/2023   | 7/5/2023    |              | Education Project Team            |
| 12                        | No               | Provide Sample of Report for Review                                 | 5 Days   | 2 hrs  | 7/5/2023   | 7/5/2023    |              | Education Project Team            |
| 13                        | No               | Provide Reports Formats for Administration                          | 1 Day    | 2 hrs  | 7/5/2023   | 7/5/2023    |              | Education Project Team            |
| 14                        | No               | Review/Revise Format                                                | 1 Day    | 2 hrs  | 7/6/2023   | 7/6/2023    |              | Education Project Team            |
| 15                        | No               | Approve/Accept Report Design                                        | 1 Day    | 1 hrs  | 7/7/2023   | 7/7/2023    |              | Education Project Team            |
| 16                        | Yes              | <i>Report Generation Complete</i>                                   | 5 Days   | 0 hrs  | 7/3/2023   | 7/7/2023    | #8-#14       |                                   |
| 17                        | Yes              | Equipment Distribution and Setup/Check for accessibility compliance | 92 Days  | 40 hrs | 7/1/2023   | 9/30/2023   |              | Education Project Team; ATLO Team |
| 18                        | Yes              | Equipment Training                                                  | 31 Days  | 10 hrs | 7/1/2023   | 7/31/2023   |              | Education Project Team; ATLO Team |
| 19                        | No               | Training Planning and schedule                                      | 5 Days   | 2 hrs  | 7/10/2023  | 7/14/2023   |              | Education Project Team; ATLO Team |
| 20                        | No               | Perform User Training                                               | 3 Days   | 8 hrs  | 7/25/2023  | 7/27/2023   |              | Education Project Team; ATLO Team |
| 21                        | <b>Close Out</b> |                                                                     |          |        |            |             |              |                                   |
| 22                        | No               | Project Lessons Learned Session                                     | 365 Days | 26 hrs | 7/1/2023   | 6/30/2024   |              | Education Project Team            |
| 23                        | No               | Plan and prepare for lessons learned                                | 1 Day    | 2 hrs  | 6/1/2024   | 6/1/2024    |              | Education Project Team            |
| 24                        | NO               | Lessons learned sessions conducted                                  | 16 Days  | 10 hrs | 6/15/2024  | 6/30/2024   |              | Education Project Team            |
| 25                        | NO               | Review and comment by participants                                  | 16 Days  | 10 hrs | 6/15/2024  | 6/30/2024   |              | Education Project Team            |
| 26                        | No               | Revise and Finalize                                                 | 1 Day    | 4 hrs  | 6/25/2024  | 6/25/2024   |              | Education Project Team            |
| 27                        | Yes              | <i>Lessons Learned Document Complete</i>                            | 1 Day    | 0 hrs  | 6/30/2024  | 6/30/2024   | #20-#24      |                                   |
| 28                        | No               | Archive Project Records                                             | 2 Days   | 4 hrs  | 6/15/2024  | 6/16/2024   |              | Education Project Team            |
| 29                        | No               | Identify project records to be archived                             | 2 Days   | 2 hrs  | 6/15/2024  | 6/16/2024   |              | Education Project Team            |
| 30                        | No               | Organize and archive project records                                | 2 Days   | 2 hrs  | 6/15/2024  | 6/16/2024   |              | Education Project Team            |
| 31                        | Yes              | <i>Archive Project Records Complete</i>                             | 1 Day    | 0 hrs  | 6/16/2024  | 6/16/2024   | #26-#28      | Education Project Team            |
| 32                        | No               | Prepare Post Implementation Evaluation Report (PIER)                | 4 Days   | 12 hrs | 5/28/2024  | 5/31/2024   |              | Education Project Team            |
| 33                        | No               | Draft PIER                                                          | 2 Days   | 6 hrs  | 5/28/2024  | 5/29/2024   |              | Education Project Team            |
| 34                        | No               | Review and comment by project team                                  | 1 Day    | 2 hrs  | 5/30/2024  | 5/30/2024   |              | Education Project Team            |
| 35                        | No               | Revise                                                              | 1 Day    | 2 hrs  | 5/31/2024  | 5/31/2024   |              | Education Project Team            |
| 36                        | No               | Finalize                                                            | 1 Day    | 2 hrs  | 5/31/2024  | 5/31/2024   |              | Education Project Team            |
| 37                        | Yes              | <i>Submit PIER to Kansas Information Technology Office</i>          | 1 Day    | 0 hrs  | 6/30/2024  | 6/30/2024   |              | Education Project Team; KITO      |
| 38                        | Yes              | <i>Close-out Phase Complete</i>                                     | 1 Day    | 0 hrs  | 6/30/2024  | 6/30/2024   | #30-#35      | Education Project Team            |



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



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

Patrick Zollner, Executive Director

Laura Kelly, Governor

July 6, 2023

Jeff Zmuda  
Kansas Department of Corrections  
714 SW Jackson Street  
Suite 300  
Topeka, KS 66603

Dear Secretary Zmuda:

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 (ERRS) 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, Nichelle Mauk, Project Coordinator, recently sent to me for review an ERRS for the Department of Corrections Resident Education Portal Access detail-level project plan. From my review of the project plan materials, I have determined that the project will affect records, however they are not records of long-term retention. I would encourage Department of Corrections staff to work with KSHS staff to discuss proper records management tasks associated with this project at a future date.

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

Sincerely,

Megan Burton  
State Archivist

cc: Nichelle Mauk, Project Coordinator, KDOC  
Cole Robison, Director of IT Accessibility, OITS

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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

July 13, 2023

Jeff Zmuda, Secretary  
Department of Corrections  
714 SW Jackson St.  
Topeka, KS 66603

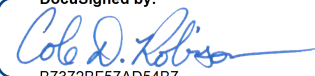
Dear Sec. Zmuda:

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 Nichelle Mauk an Accessibility Statement for the Resident Education Portal Access 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 task 17.

The Accessibility Statement for the Resident Education Portal Access detailed project plan is approved. A copy of this letter should be included with the submittal of the Resident Education Portal Access detailed project plan for Branch CITO approval.

Sincerely,

DocuSigned by:  
  
B7372BF57AD54B7...

Cole D. Robison  
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator  
Cris Fanning, Department of Corrections  
Nichelle Mauk, Department of Corrections  
Melissa Mounts, Department of Corrections  
Macy Pickman, Department of Corrections  
Sara Spinks, Director, Kansas Information Technology Office

## Accessibility Statement

Project: Resident Education Portal Access (REPA)

The Kansas Department of Corrections (KDOC) is using the Voluntary Product Accessibility Template (VPAT) as recommended by ITEC to ensure compliance with ITEC 1210. Task number 17 on the Detailed Work Plan is where this will occur.

## Privacy Statement

Project: Resident Education Portal Access (REPA)

The data stored and collected is in compliance with, the Privacy Act of 1974 and FERPA. Also, any individuals requesting information must comply with the Department of Corrections open records policy and requirements.

1. What information is collected that identifies individuals, organizations, or computers? **None**
2. Why the information is collected. **N/A**
3. How the information will be used. **N/A**
4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database. **N/A**
5. How the privacy provision included in this project help implement the 1974 Privacy Act as interpreted for information technology by the General Accounting Office. )
6. If your state entity is subject to other requirements, such as HIPAA, what are the items you are required to comply with? **N/A**
7. Estimate of the total cost of addressing privacy issues in the project. **Zero Cost**

## Security Compliance Statement

Project: Resident Education Portal Access (REPA)

The Department of Corrections complies with all ITEC Security policies. The Resident Education Portal Access Project involves the Implementation of a single sign-on education portal for use by residents in the State of Kansas correctional facilities.

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

Project: Resident Education Portal Access (REPA)

The Resident Education Portal Access (REPA) project and KDOC complies with the ITEC Policy 1500. The provisions of the ITEC Policy will be incorporated into all contractual service agreements entered as part of this Project.

The vendor is a Sole-source provider of technology that will be used by Kansas Department of Corrections (KDOC) and the product will remain the intellectual property of the vendor. The state is not responsible for any maintenance, upgrade, correct performance, error correction, enhancements, or adaptability of this software to Contractor's programs or processes. The use of this software is entirely Contractor's responsibility, including any maintenance, upgrades, and adaptability. The state entity sharing this software may assist with adaptability if arrangements are made in advance for such assistance and for compensation of their time. In no event shall the state be liable to the Contractor or any third party for any incidental or consequential damages, including but not limited to indirect, special, punitive, or exemplary damages for loss of business, loss of profits, business interruption, loss of data, or loss of business information, that may arise from the use or implementation of this software in whole or in part, even if the Contractor or third party has been advised of the possibility of such damages.

**Architectural Statement (ITEC Policy 4010 and 9500)**

Project: Resident Education Portal Access (REPA)

The Resident Education Portal Access project is maintained by the vendor for the use of the incarcerated residents in the state of Kansas and will comply with ITEC Policy 4010, 9500, and the Kansas Information Technology Architecture version 12.0.

## Resident Education Portal Access ATLO

Electronic records and retention statement:

Current operating procedures will not change as we follow the established policy for record retention per state statutes and/or policy.

1. Identify replaced paper records:

*This is a secure single sign-on access portal for educational opportunities for residents who are incarcerated in the Kansas Department of Corrections. No paper records are being replaced.*

2. Identify new business functions. The following is a limited list of high-level functional requirements:

N/A

3. Reasons for business functions:

N/A

4. Records requirements for business function:

N/A

5. Documents in another system:

N/A

6. Public access requirements:

*There are no public access requirements.*

7. Access control requirements:

*Single Sign-on access portal for residents involved in education; post-secondary and GED/High School Diploma programs.*

8. Identify all records with retention period of 10 years or more:

N/A

9. Estimate three-year cost of addressing records identifies in #8 and contractor obligations:

N/A

## 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:

Prepared by:

| <i>Category</i> | <i>Prob</i> | <i>Imp</i> | <i>Risk</i>                                                                                                                           | <i>Mitigation Approaches</i>                                                                                                               |
|-----------------|-------------|------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Technical       | Low         | High       | If this project is not approved, no post-secondary education opportunities will be available to our incarcerated residents.           | Approve project                                                                                                                            |
| Technical       | Low         | High       | If a different vendor is chosen KDOC will not be able to integrate the system with our contracted LMS provider, Anthology/Blackboard. | Providing information to the approval process indicating the reasons for choosing this vendor over any other system that may be available. |
|                 |             |            |                                                                                                                                       |                                                                                                                                            |
|                 |             |            |                                                                                                                                       |                                                                                                                                            |
|                 |             |            |                                                                                                                                       |                                                                                                                                            |
|                 |             |            |                                                                                                                                       |                                                                                                                                            |
|                 |             |            |                                                                                                                                       |                                                                                                                                            |

Legend

Prob = Probability of Occurrence

Imp = Impact

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

**Agency Name:** Kansas Department of Corrections

**Project Name:** Resident Education Portal Access

### 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

| <u>Score</u> | <u>Risk Level</u> | <u>Risk Area</u>                     |
|--------------|-------------------|--------------------------------------|
| 1.2          | LOW               | Strategic Risk                       |
| 3.5          | HIGH              | Financial Risk                       |
| 1.9          | LOW               | Project Management Risk              |
| 2.8          | MEDIUM            | Technology Risk                      |
| 2.0          | MEDIUM            | 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.

Nichelle Mauk

**Project Director**



**RISK ASSESSMENT - Summary Report**  
**Detailed Plan - List of Comments**  
**(Expand Row Height to Show all Text)**

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