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

Kansas
Office of Information Technology Services

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

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

August 16, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Department of Health and Environment Bureau of Waste Management (BWM) Data Management System project is enclosed. Glen Yancey is the primary contact for the project and can be reached at (785) 296-5643.

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 $1,376,051. The quarterly KITO fee for the project will be $4,020 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:
Janet Stanek
27005E1DEC5D4DA...

Janet Stanek, Secretary
Department of Health and Environment

DocuSigned by:
DeAngela Burns-Wallace
1DAB26281F9B47E...

DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, OPC
Stephanie Creed, OPC
Tracie Gauntt, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Glen Yancey, KDHE
Amy Crotinger, KDHE
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

Kansas
Department of Health
and Environment

Phone: 785-296-1535
Fax: 785-559-4264
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

July 6, 2022

DeAngela Burns-Wallace, Ed.D.
Secretary – Kansas Department of Administration
Executive Branch Chief Information Technology Officer
Curtis State Office Building
1000 SW Jackson St., Suite 500
Topeka, KS 66612

Dear Dr. Burns-Wallace,

The Kansas Department of Health and Environment's (KDHE) Bureau of Waste Management (BWM) is seeking to upgrade their current platform for permitting, compliance, and reporting to a more robust and efficient platform. This project will be accomplished through a vendor, Windsor Solutions, Inc. who currently provides similar services to many other Bureaus within the agency.

At this time, we are submitting a formal request for detail level approval with the following supporting documentation as outlined by the Kansas Information Technology Office.

- Cover Letter
- IT Project Plan Checklist
- DA-518
- DA-519
- Work Breakdown Structure
- Work Product Identification
- Statement of Architectural Compliance
- Ownership of Software Code and Related Intellectual Property Statement
- Privacy Statement
- Security Statement
- Accessibility Statement and Approval Letter
- Electronic Record Retention Statement and Approval Letter
- Risk Identification Summary
- Risk Assessment Model

Your support and guidance through the submission process is appreciated. If there are errors of omission in the documentation or additional information we can provide, please let us know.

Sincerely,

Janet Stanek

Janet Stanek,
Secretary
Kansas Department of Health and Environment
1000 SW Jackson Street, Suite 540
Topeka, Kansas 66612

Cc: Glen Yancey, KDHE Chief Information Officer
Chris McGinley, Application Development/Project Management Office Manager
Amy Crotinger, IT Project Manager
Leo Henning, Director, Division of Environment
Julie Coleman, Division Director, Bureau of Waste Management

State Entity Checklist for Detailed IT Project Plan

	Included (Y/N) If no, Explain
State Entity: Kansas Department of Health and Environment, Bureau of Waste Management	
Project Name: Bureau of Waste Management (BWM) Data Management System	
Greater than $250,000/ less than $1,000,000 (Y/N): N	
Greater than $1,000,000 (Y/N): Y	
IT Project Plan Documents	
For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	Y
Duration (total duration/elapsed calendar time)	Y
Work (total person/hours of effort for all resources for the task)	Y
Start	Y
Finish	Y
Dependencies (Predecessors)	Y
Resource Names (assigned to the task)	Y
Milestone	Y
Work Product Identification (Form ITEC PM02-6)	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	Y
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
Statement of compliance	Y
If different, attach CITO waiver	N/A
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition	
https://www.hhs.gov/hipaa/index.html	
1. What information is included	Y
2. Why is it collected	Y
3. How will it be used	Y
4. Exclusion opportunities	Y
5. 1974 Act implementation	Y
6. Other privacy requirements	Y
7. Total privacy cost estimate	Y
Security Statement (ITEC Policies 7230, 9500, 7300) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	N/A
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	Y
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. **If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception.** If accessibility standards do not apply, please provide explanation.	Y
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334	
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
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
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - Detailed Plans	Y
Fiscal Note, if appropriate	N/A
Electronic copy submitted two - four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

1. Project Title:	2. Project Priority	3. Estimated Dates	
Bureau of Waste Management (BWM) Data Management System	High	Planning Start:	2/8/2022
Agency:		Execution Start:	10/3/2022
Kansas Department of Health and Environment (KDHE), Bureau of Waste Management (BWM)		Close-Out End:	3/24/2025

4. Project Description and Justification: **Date Submitted:** 8/1/2022

The purpose of this project is to replace multiple databases that manage permitting, compliance, and enforcement data. This move to nCore includes, Cross Media Electronic Reporting Rule (CROMERR) compliant user interface, permitting, enforcement, workflow, reports, and an interface to our document management system. Project deliverables will include specific implementation activities, services, hardware, and materials.

Specific services will include:
- nCore customization system design, configuration and implementation by the nCore contractor.
- PerceptiveContent interface by the nCore contractor.
- Migration of historical data from current platform(s) and active Excel and Access databases by the nCore contractor.

Specific hardware will include:
- SQL 2012 web, applications (e.g. CROMERR and OpenNode2), and database servers.

Specific materials will include:
- System documentation package
- Training materials
- Process mapping flowcharts

Is this an Infrastructure Project? (Y/N)	N
Will Business Process Modeling be completed during the IT project and business design? (Y/N)	Y
Will national and/or industry data standards be used? (Y/N)	Y

If yes, please specify. Data requirements of BWM (Bureau of Waste Management), front end user authentication interface required by EPA's (Environmental Protection Agency) Cross Media Electronic Reporting Rule (CROMERR), Environmental Information Exchange Network (EIEN).

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.

Windsor Solutions, Inc will assist with design documents that will become the new business and technical requirements for the system once implemented. Deliverables from the planning phase include: 1) Documenting the business and technical requirements for a new system; 2) Evaluate alternative approaches; 3) Selecting a preferred approach.

5. Estimated Project Cost

Category	Cost
Internal Cost (Salaries)	$40,000
Contractual Services	$1,299,871
Commodities	$0
Capital Outlay	$0
Sub-Total Project Costs	$1,339,871
Total KITO Rate Fee	$36,180
Total Project Costs	**$1,376,051**

KITO Rate Structure			Project Quarterly KITO Fee
Project Value Range		Quarterly Rate	$4,020
$250,000	$1,000,000	0.004	
$1,000,001	$5,000,000	0.003	
$5,000,001	$10,000,000	0.002	
$10,000,001	Greater	0.0004	
Infrastructure Projects		0.0003	

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	2/8/2022	10/3/2022	$0	$0	$0
Execution					
Enter Subproject 1 Name	10/3/2022	3/7/2025	$40,000	$1,336,051	$1,376,051
Enter Subproject 2 Name					$0
Enter Subproject 3 Name					$0
Enter Subproject 4 Name					$0
Enter Subproject 5 Name					$0
Execution Sub-Total	10/3/2022	3/7/2025	$40,000	$1,336,051	$1,376,051
Close-Out	3/10/2025	3/24/2025	$0	$0	$0
Grand Internal, External, and Total Costs			$40,000	$1,336,051	**$1,376,051**

7. Amount by Source of Financing:

State Fiscal Years	1. SGF	2. EPA HW grant	3. EPA MP grant	4. SW fee fund	5. HW fee fund	6. EN grant	7. WTM Fund	Total
SFY 2023			$131,487	$69,398	$136,603	$196,250		$533,738
SFY 2024				$351,577	$30,696		$46,490	$428,763
SFY 2025				$353,889	$13,171		$46,490	$413,550
SFY 2026								$0
SFY 2027								$0
SFY 2028								$0
Total Project Costs	$0	$0	$131,487	$774,864	$180,470	$196,250	$92,980	**$1,376,051**

Description of funds listed above

EPA HW grant: Environmental Protection Agency Hazardous waste grant; fund 3586

EPA MP grant: Environmental Protection Agency multi-purpose grant; fund 3103

SW fee fund: Solid waste fee; fund 2271

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INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519

1. Project Title	2. Estimated Dates		Projected Months from Execution to Close-Out
Bureau of Waste Management (BWM) Data Management System	Planning Start:	2/8/2022	
	Execution Start:	10/3/2022	30
	Close-Out End:	3/24/2025	

3. Agency	4. Project Director/Project Manager
Kansas Department of Health and Environment (KDHE), Bureau of Waste Management (BWM)	Amy Crotinger, KDHE IT Project Manager

5. Qualitative and Quantitative Savings Explanation

Cost savings will be realized in reduced mailings by allowing online registration, permitting, and payments; more efficient handling of payments through online process; reduce paper generation and subsequently reduce expenditures on purchasing paper and printer equipment; and, more efficient processes result in quicker turnaround times and staff are able to do more.

The current system requires Bureau of Waste Managment (BWM) staff use Crystal Reports software to generate certain reports. Costs will be reduced by eliminating the need to maintain software licenses and reduce staff time spent learning and using Crystal Reports. Additional savings will be achieved by eliminating IT support for Crystal Reports. Intangible benefits include ehanced customer service to the regulated community by improving data access, and in some instances, allowing customer to update data if necessary. Additionally, more timely and accurate data transfers to the Environmental Protectin Agency's (EPA) public facing webiste, ECHO, will result in a better informed and educated public.

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)							
Save the equivalent of 1.04 FTEs due to increase in efficiency by eliminating redundant data entry, potential data entry errors, less			$32,700	$65,398	$65,398	$65,398	$65,398
Avoid costs to maintain current system			$17,500	$35,000	$35,000	$35,000	$35,000
Subtotal	$451,792	$0	$50,200	$100,398	$100,398	$100,398	$100,398
Cash Savings (Hard Dollars)							
Annual Maintenance from multiple sources to one			$25,000	$25,000	$25,000	$25,000	$25,000
Costs for leasing and maintaining the HEWWEB2 server			$15,000	$15,000	$15,000	$15,000	$15,000
Subtotal	$200,000	$0	$40,000	$40,000	$40,000	$40,000	$40,000
Other (Include Intangible Benefits)							
Enhanced service to the regulated community by improving Faclity access to their data			$15,000	$15,000	$15,000	$15,000	$15,000
Improve quality/timeliness of data transfers to EPA's public facing website to better inform and educate the community			$20,000	$20,000	$20,000	$20,000	$20,000
Streamline data collection to imporove its timeliness for decision making			$15,000	$15,000	$15,000	$15,000	$15,000
Subtotal	$250,000	$0	$50,000	$50,000	$50,000	$50,000	$50,000
Quantitative Savings	$901,792	$0	$140,200	$190,398	$190,398	$190,398	$190,398

7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs **Total**	$1,376,051	$533,738	$428,763	$413,550	$0	$0	$0
Net Cost Benefit **Total**	-$474,259	-$533,738	-$288,563	-$223,152	$190,398	$190,398	$190,398
Cost Benefit per Month	$30,060						
Calendar Months to Break Even	46						

8. Ongoing Cost	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs				$70,000	$65,000	$60,000

* 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

Revised 1/15

Deliverable Name	*Due Date*	*Date Delivered*	*Point of Contact*
Planning Deliverable Sign-Off	03/21/2022		Julie Coleman, BWM Bureau Director
Requirements Deliverable Sign-Off	05/30/2022		Julie Coleman, BWM Bureau Director
Implementation Plan Deliverable Sign-Off	07/28/2022		Julie Coleman, BWM Bureau Director
CITO Approval of Implementation Contract	04/18/2022		Julie Coleman, BWM Bureau Director
Project Initiation Complete	10/03/2022		Julie Coleman, BWM Bureau Director
Conduct Project Checkpoint – Hazardous Waste Permits and Handlers	12/21/2022		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Process Group 1 Complete	02/13/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Process Group 2 Complete	02/27/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Process Group 3 Complete	03/13/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Process Group 4 Complete	04/03/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Process Group 5 Complete	04/10/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Customization Development Complete	08/03/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Product Integration Development Complete	05/08/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Acceptance Testing Complete	06/21/2023		Julie Coleman, BWM Bureau Director
Hazardous Waste Permits and Handlers Implementation Complete	07/05/2023		Julie Coleman, BWM Bureau Director
Conduct Project Checkpoint – Solid Waste Permits	10/13/2023		Julie Coleman, BWM Bureau Director
Solid Waste Permit Process Group 1 Complete	12/12/2023		Julie Coleman, BWM Bureau Director
Solid Waste Permit Process Group 2 Complete	01/04/2024		Julie Coleman, BWM Bureau Director
Solid Waste Permit Process Group 3 Complete	01/19/2024		Julie Coleman, BWM Bureau Director
Solid Waste Permit Process Group 4 Complete	01/26/2024		Julie Coleman, BWM Bureau Director

Solid Waste Permit Process Group 5 Complete	02/09/2024		Julie Coleman, BWM Bureau Director
Solid Waste Permit Customization Development Complete	04/19/2024		Julie Coleman, BWM Bureau Director
Solid Waste Permit Product Integration Complete	02/16/2024		Julie Coleman, BWM Bureau Director
Solid Waste Permit Acceptance Testing Complete	04/19/2024		Julie Coleman, BWM Bureau Director
Solid Waste Permit Implementation Complete	05/02/2024		Julie Coleman, BWM Bureau Director
Conduct Project Checkpoint – Other Hazardous and Solid Waste	07/29/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Process Group 1 Complete	09/17/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Process Group 2 Complete	10/01/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Process Group 3 Complete	10/15/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Process Group 4 Complete	10/29/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Process Group 5 Complete	11/13/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Customization Development Complete	12/13/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Product Integration Development Complete	10/30/2024		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Acceptance Testing Complete	01/29/2025		Julie Coleman, BWM Bureau Director
Other Hazardous and Solid Waste Implementation Complete	02/26/2025		Julie Coleman, BWM Bureau Director
KITO Closeout Phase Complete	03/24/2025		Julie Coleman, BWM Bureau Director

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
0	**Bureau of Waste Management (BWM) Data Management System**	**787 days**	**13,552 hrs**	**Tue 2/8/22**	**Mon 3/24/25**			**No**
1	**1 KITO Planning Phase**	**167 days**	**2,392 hrs**	**Tue 2/8/22**	**Mon 10/3/22**			**No**
2	**1.1 Requirements Analysis and Planning**	**30 days**	**480 hrs**	**Tue 2/8/22**	**Mon 3/21/22**			**No**
3	**1.1.1 Project Planning**	**30 days**	**480 hrs**	**Tue 2/8/22**	**Mon 3/21/22**			**No**
4	1.1.1.1 Prepare Draft High Level Project Plan	15 days	120 hrs	Tue 2/8/22	Mon 2/28/22		KDHE Project Manager	No
5	1.1.1.2 Prepare Final High Level Project Plan	15 days	360 hrs	Tue 3/1/22	Mon 3/21/22	4	BWM Project Lead,KDHE Proje	No
6	***1.1.1.3 Planning Deliverable Sign-Off***	***0 days***	0 hrs	***Mon 3/21/22***	***Mon 3/21/22***		BWM Project Lead	Yes
7	**1.2 Requirements Gathering**	**51 days**	**880 hrs**	**Tue 3/22/22**	**Wed 6/1/22**			**No**
8	1.2.1 Develop retention schedules and ERP with KSHS staff	20 days	320 hrs	Tue 3/22/22	Mon 4/18/22	6	BWM Project Lead,BWM Proje	No
9	1.2.2 Prepare for Requirements Gathering Meetings	5 days	40 hrs	Tue 3/22/22	Mon 3/28/22	6	Windsor Project Manager	No
10	1.2.3 Conduct Requirements Gathering Meetings	5 days	40 hrs	Tue 3/29/22	Mon 4/4/22	9	Windsor Project Manager	No
11	1.2.4 Develop Draft Requirements Document	20 days	160 hrs	Tue 4/5/22	Mon 5/2/22	10	Windsor Project Manager	No
12	1.2.5 Review Requirements Document	10 days	240 hrs	Tue 5/3/22	Mon 5/16/22	11	BWM Project Lead,BWM Proje	No
13	1.2.6 Develop Final Requirements Document	10 days	80 hrs	Tue 5/17/22	Mon 5/30/22	12	Windsor Project Manager	No
14	***1.2.7 Requirements Deliverable Sign-Off***	***0 days***	0 hrs	***Mon 5/30/22***	***Mon 5/30/22***		BWM Project Lead	Yes
15	**1.3 Implementation Planning**	**42 days**	**448 hrs**	**Tue 5/31/22**	**Thu 7/28/22**			**No**
16	1.3.1 Prepare for Implementation Planning Meeting	1 day	8 hrs	Tue 5/31/22	Tue 5/31/22	13	Windsor Project Manager	No
17	1.3.2 Conduct Implementation Planning Meeting	5 days	40 hrs	Wed 6/1/22	Tue 6/7/22	16	Windsor Project Manager	No
18	1.3.3 Develop Draft Implmentation Plan	10 days	80 hrs	Wed 6/8/22	Tue 6/21/22	17	Windsor Project Manager	No
19	1.3.4 Review Draft Implementation Plan	10 days	240 hrs	Wed 6/22/22	Wed 7/6/22	18	BWM Project Lead,BWM Proje	No
20	1.3.5 Develop Final Implementation Plan	10 days	80 hrs	Fri 7/15/22	Thu 7/28/22	19	Windsor Project Manager	No
21	***1.3.6 Implementation Plan Deliverable Sign-Off***	***0 days***	0 hrs	***Thu 7/28/22***	***Thu 7/28/22***		BWM Project Lead	Yes
22	**1.4 Contract Development**	**20 days**	**240 hrs**	**Tue 3/22/22**	**Mon 4/18/22**			**No**
23	1.4.1 CITO Approval of High Level Plan	20 days	160 hrs	Tue 3/22/22	Mon 4/18/22	5	KTIO Office	No
24	1.4.2 Develop Implmentation Contract	10 days	80 hrs	Tue 3/22/22	Mon 4/4/22	5	Windsor Project Manager	No
25	***1.4.3 CITO Approval of Implementation Contract***	***0 days***	0 hrs	***Mon 4/18/22***	***Mon 4/18/22***	5	KTIO Office	Yes
26	**1.5 Project Initiation**	**41 days**	**344 hrs**	**Fri 8/5/22**	**Mon 10/3/22**			**No**
27	1.5.1 Prepare Draft Detailed Project Plan	10 days	80 hrs	Fri 8/5/22	Thu 8/18/22	25	KDHE Project Manager	No
28	1.5.2 CITO Approval of Detailed Project Plan	20 days	160 hrs	Fri 8/19/22	Fri 9/16/22	27	KTIO Office	No
29	1.5.3 Conduct Project Kickoff Meeting	1 day	24 hrs	Mon 9/19/22	Mon 9/19/22	28	BWM Project Lead,KDHE Proje	No
30	1.5.4 Prepare Final Project Plan	10 days	80 hrs	Tue 9/20/22	Mon 10/3/22	29	Windsor Project Manager	No
31	***1.5.5 Project Initiation Complete***	***0 days***	0 hrs	***Mon 10/3/22***	***Mon 10/3/22***		BWM Project Lead	Yes
32	**2 KITO EXECUTION PHASE**	**610 days**	**10,976 hrs**	**Mon 10/3/22**	**Fri 3/7/25**			**No**
33	**2.1 Hazardous Waste Permits and Handlers**	**210 days**	**4,000 hrs**	**Mon 10/3/22**	**Thu 8/3/23**			**No**
34	**2.1.1 Process Design**	**55 days**	**680 hrs**	**Mon 10/3/22**	**Wed 12/21/22**			**No**
35	2.1.1.1 Prepare for Process Design Meetings	10 days	80 hrs	Mon 10/3/22	Fri 10/14/22		Windsor Project Manager	No
36	2.1.1.2 Conduct Process Design Meetings	5 days	40 hrs	Mon 10/17/22	Fri 10/21/22	35	Windsor Project Manager	No
37	2.1.1.3 Develop Draft Process Design Deliverables	10 days	80 hrs	Mon 10/24/22	Fri 11/4/22	36	Windsor Project Manager	No
38	2.1.1.4 Develop Draft Process Design Deliverables	5 days	40 hrs	Mon 11/7/22	Mon 11/14/22	37	Windsor Project Manager	No
39	2.1.1.5 Review Draft Process Design Documents	10 days	240 hrs	Tue 11/15/22	Wed 11/30/22	38	BWM Project Lead,BWM Proje	No
40	2.1.1.6 Conduct Process Design Confirmation Meetings	5 days	40 hrs	Thu 12/1/22	Wed 12/7/22	39	Windsor Project Manager	No
41	2.1.1.7 Develop Final Process Design Deliverables	5 days	40 hrs	Thu 12/8/22	Wed 12/14/22	40	Windsor Project Manager	No
42	2.1.1.8 Develop Product Backlog	5 days	120 hrs	Thu 12/15/22	Wed 12/21/22	41	Windsor Configuration Team,\	No
43	***2.1.1.9 Conduct Project Checkpoint - Hazardous Waste Permits and Handlers***	***0 days***	0 hrs	***Wed 12/21/22***	***Wed 12/21/22***	42FF	BWM Project Lead,KDHE Project Manager,Windsor	Yes
44	**2.1.2 System Configuration**	**10 days**	**80 hrs**	**Thu 12/15/22**	**Thu 12/29/22**			**No**
45	2.1.2.1 Prepare Configuration Environment	2 days	16 hrs	Thu 12/15/22	Fri 12/16/22	41	Windsor Configuration Team	No
46	2.1.2.2 Establish Core System Configuration	3 days	24 hrs	Mon 12/19/22	Wed 12/21/22	45	Windsor Configuration Team	No

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
47	2.1.2.3 Establish System Branding	5 days	40 hrs	Thu 12/22/22	Thu 12/29/22	46	Windsor Configuration Team	No
48	**2.1.3 Data Migration**	**35 days**	**400 hrs**	**Thu 12/15/22**	**Mon 2/6/23**			**No**
49	2.1.3.1 Design Data Migration	10 days	80 hrs	Thu 12/15/22	Thu 12/29/22	41	Windsor Data Conversion Tea	No
50	2.1.3.2 Design Data Migration	5 days	40 hrs	Fri 12/30/22	Fri 1/6/23	49	Windsor Data Conversion Tea	No
51	2.1.3.3 Configure Component Forms	10 days	80 hrs	Thu 12/15/22	Thu 12/29/22	49FF	Windsor Data Conversion Tea	No
52	2.1.3.4 Develop Data Conversion	10 days	80 hrs	Fri 12/30/22	Fri 1/13/23	49	Windsor Data Conversion Tea	No
53	2.1.3.5 Develop Data Conversion	10 days	80 hrs	Tue 1/17/23	Mon 1/30/23	52	Windsor Data Conversion Tea	No
54	2.1.3.6 Develop Data Conversion	5 days	40 hrs	Tue 1/31/23	Mon 2/6/23	53	Windsor Data Conversion Tea	No
55	**2.1.4 Business Process Configuration**	**70 days**	**1,240 hrs**	**Fri 12/30/22**	**Mon 4/10/23**			**No**
56	**2.1.4.1 Business Process - Group 1**	**30 days**	**240 hrs**	**Fri 12/30/22**	**Mon 2/13/23**			**No**
57	2.1.4.1.1 Configure Business Processes - Group 1	10 days	80 hrs	Fri 12/30/22	Fri 1/13/23	51	Windsor Configuration Team	No
58	2.1.4.1.2 Configure Business Processes - Group 1	5 days	40 hrs	Tue 1/17/23	Mon 1/23/23	57	Windsor Configuration Team	No
59	2.1.4.1.3 User Test Business Processes - Group 1	10 days	80 hrs	Tue 1/24/23	Mon 2/6/23	58	BWM Project Team	No
60	2.1.4.1.4 Apply Business Process Test Feedback - Group 1	5 days	40 hrs	Tue 2/7/23	Mon 2/13/23	59	Windsor Configuration Team	No
61	***2.1.4.1.5 Hazardous Waste Permits and Handlers Process Group 1 Complete***	***0 days***	0 hrs	***Mon 2/13/23***	***Mon 2/13/23***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
62	**2.1.4.2 Business Process - Group 2**	**30 days**	**240 hrs**	**Tue 1/17/23**	**Mon 2/27/23**			**No**
63	2.1.4.2.1 Configure Business Processes - Group 2	10 days	80 hrs	Tue 1/17/23	Mon 1/30/23	57	Windsor Configuration Team	No
64	2.1.4.2.2 Configure Business Processes - Group 2	5 days	40 hrs	Tue 1/31/23	Mon 2/6/23	63	Windsor Configuration Team	No
65	2.1.4.2.3 User Test Business Processes - Group 2	10 days	80 hrs	Tue 2/7/23	Mon 2/20/23	64	BWM Project Team	No
66	2.1.4.2.4 Apply Business Process Test Feedback - Group 2	5 days	40 hrs	Tue 2/21/23	Mon 2/27/23	65	Windsor Configuration Team	No
67	***2.1.4.2.5 Hazardous Waste Permits and Handlers Process Group 2 Complete***	***0 days***	0 hrs	***Mon 2/27/23***	***Mon 2/27/23***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
68	**2.1.4.3 Business Process - Group 3**	**30 days**	**240 hrs**	**Tue 1/31/23**	**Mon 3/13/23**			**No**
69	2.1.4.3.1 Configure Business Processes - Group 3	10 days	80 hrs	Tue 1/31/23	Mon 2/13/23	63	Windsor Configuration Team	No
70	2.1.4.3.2 Configure Business Processes - Group 3	5 days	40 hrs	Tue 2/14/23	Mon 2/20/23	69	Windsor Configuration Team	No
71	2.1.4.3.3 User Test Business Processes - Group 3	10 days	80 hrs	Tue 2/21/23	Mon 3/6/23	70	BWM Project Team	No
72	2.1.4.3.4 Apply Business Process Test Feedback - Group 3	5 days	40 hrs	Tue 3/7/23	Mon 3/13/23	71	Windsor Configuration Team	No
73	***2.1.4.3.5 Hazardous Waste Permits and Handlers Process Group 3 Complete***	***0 days***	0 hrs	***Mon 3/13/23***	***Mon 3/13/23***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
74	**2.1.4.4 Business Process - Group 4**	**35 days**	**280 hrs**	**Tue 2/14/23**	**Mon 4/3/23**			**No**
75	2.1.4.4.1 Configure Business Processes - Group 4	10 days	80 hrs	Tue 2/14/23	Mon 2/27/23	69	Windsor Configuration Team	No
76	2.1.4.4.2 Configure Business Processes - Group 4	5 days	40 hrs	Tue 2/28/23	Mon 3/6/23	75	Windsor Configuration Team	No
77	2.1.4.4.3 User Test Business Processes - Group 4	10 days	80 hrs	Tue 3/7/23	Mon 3/20/23	76	BWM Project Team	No
78	2.1.4.4.4 Apply Business Process Test Feedback - Group 4	10 days	80 hrs	Tue 3/21/23	Mon 4/3/23	77	Windsor Configuration Team	No
79	***2.1.4.4.5 Hazardous Waste Permits and Handlers Process Group 4 Complete***	***0 days***	0 hrs	***Mon 4/3/23***	***Mon 4/3/23***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
80	**2.1.4.5 Business Process - Group 5**	**30 days**	**240 hrs**	**Tue 2/28/23**	**Mon 4/10/23**			**No**
81	2.1.4.5.1 Configure Business Processes - Group 5	10 days	80 hrs	Tue 2/28/23	Mon 3/13/23	75	Windsor Configuration Team	No
82	2.1.4.5.2 Configure Business Processes - Group 5	5 days	40 hrs	Tue 3/14/23	Mon 3/20/23	81	Windsor Configuration Team	No
83	2.1.4.5.3 User Test Business Processes - Group 5	10 days	80 hrs	Tue 3/21/23	Mon 4/3/23	82	BWM Project Team	No
84	2.1.4.5.4 Apply Business Process Test Feedback - Group 5	5 days	40 hrs	Tue 4/4/23	Mon 4/10/23	83	Windsor Configuration Team	No
85	***2.1.4.5.5 Hazardous Waste Permits and Handlers Process Group 5 Complete***	***0 days***	0 hrs	***Mon 4/10/23***	***Mon 4/10/23***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
86	**2.1.5 Customization Development**	**90 days**	**720 hrs**	**Tue 3/28/23**	**Thu 8/3/23**			**No**
87	2.1.5.1 Customization Development Sprint 1	10 days	80 hrs	Tue 3/28/23	Mon 4/10/23	85FF	Windsor Development Team	No
88	2.1.5.2 Customization Development Sprint 2	10 days	80 hrs	Tue 4/11/23	Mon 4/24/23	87	Windsor Development Team	No
89	2.1.5.3 Customization Development Sprint 3	10 days	80 hrs	Tue 4/25/23	Mon 5/8/23	88	Windsor Development Team	No
90	2.1.5.4 Customization Development Sprint 4	10 days	80 hrs	Tue 5/9/23	Mon 5/22/23	89	Windsor Development Team	No
91	2.1.5.5 Customization Development Sprint 5	10 days	80 hrs	Tue 5/23/23	Wed 6/7/23	90	Windsor Development Team	No

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
92	2.1.5.6 Customization Development Sprint 6	10 days	80 hrs	Thu 6/8/23	Wed 6/21/23	91	Windsor Development Team	No
93	2.1.5.7 Customization Development Sprint 7	10 days	80 hrs	Thu 6/22/23	Thu 7/6/23	92	Windsor Development Team	No
94	2.1.5.8 Customization Development Sprint 8	10 days	80 hrs	Fri 7/7/23	Thu 7/20/23	93	Windsor Development Team	No
95	2.1.5.9 Customization Development Sprint 9	10 days	80 hrs	Fri 7/21/23	Thu 8/3/23	94	Windsor Development Team	No
96	***2.1.5.10 Hazardous Waste Permits and Handlers Customization Development Complete***	***0 days***	0 hrs	***Thu 8/3/23***	***Thu 8/3/23***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
97	**2.1.6 Product Integration Development**	**30 days**	**240 hrs**	**Tue 3/28/23**	**Mon 5/8/23**			**No**
98	2.1.6.1 Integration Development Sprint 1	10 days	80 hrs	Tue 3/28/23	Mon 4/10/23	85FF	Windsor Development Team	No
99	2.1.6.2 Integration Development Sprint 2	10 days	80 hrs	Tue 4/11/23	Mon 4/24/23	98	Windsor Development Team	No
100	2.1.6.3 Integration Development Sprint 3	10 days	80 hrs	Tue 4/25/23	Mon 5/8/23	99	Windsor Development Team	No
101	***2.1.6.4 Hazardous Waste Permits and Handlers Product Integration Development Complete***	***0 days***	0 hrs	***Mon 5/8/23***	***Mon 5/8/23***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
102	**2.1.7 Acceptance Testing**	**51 days**	**480 hrs**	**Mon 4/10/23**	**Wed 6/21/23**			**No**
103	2.1.7.1 Prepare Acceptance Test Environment	5 days	40 hrs	Mon 4/10/23	Fri 4/14/23	85	Windsor Development Team	No
104	2.1.7.2 Provide User Training	5 days	40 hrs	Mon 4/17/23	Fri 4/21/23	103	Windsor Project Manager	No
105	2.1.7.3 Acceptance Test Application	10 days	80 hrs	Mon 4/24/23	Fri 5/5/23	104	BWM Project Team	No
106	2.1.7.4 Acceptance Test Application	10 days	80 hrs	Tue 5/9/23	Mon 5/22/23	105	BWM Project Team	No
107	2.1.7.5 Resolve Acceptance Test Issues	10 days	80 hrs	Mon 5/8/23	Fri 5/19/23	105SS-	Windsor Development Team	No
108	2.1.7.6 Resolve Acceptance Test Issues	10 days	80 hrs	Tue 5/23/23	Wed 6/7/23	107	Windsor Development Team	No
109	2.1.7.7 Resolve Acceptance Test Issues	10 days	80 hrs	Thu 6/8/23	Wed 6/21/23	108	Windsor Development Team	No
110	***2.1.7.8 Hazardous Waste Permits and Handlers Acceptance Testing Complete***	***0 days***	0 hrs	***Wed 6/21/23***	***Wed 6/21/23***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
111	**2.1.8 Implementation**	**10 days**	**160 hrs**	**Wed 6/21/23**	**Wed 7/5/23**			**No**
112	2.1.8.1 Prepare Production Environment	5 days	40 hrs	Wed 6/21/23	Tue 6/27/23	110	Windsor Development Team	No
113	2.1.8.2 Review and Walkthrough Production System	5 days	120 hrs	Wed 6/28/23	Wed 7/5/23	112	BWM Project Lead,KDHE Proje	No
114	***2.1.8.3 Hazardous Waste Permits and Handlers Implementation Complete***	***0 days***	0 hrs	***Wed 7/5/23***	***Wed 7/5/23***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
115	**2.2 Solid Waste Permits**	**188 days**	**3,440 hrs**	**Fri 8/4/23**	**Thu 5/2/24**			**No**
116	**2.2.1 Process Design**	**50 days**	**680 hrs**	**Fri 8/4/23**	**Fri 10/13/23**			**No**
117	2.2.1.1 Prepare for Process Design Meetings	10 days	80 hrs	Fri 8/4/23	Thu 8/17/23	33	Windsor Project Manager	No
118	2.2.1.2 Conduct Process Design Meetings	5 days	40 hrs	Fri 8/18/23	Thu 8/24/23	117	Windsor Project Manager	No
119	2.2.1.3 Develop Draft Process Design Deliverables	10 days	80 hrs	Fri 8/25/23	Fri 9/8/23	118	Windsor Project Manager	No
120	2.2.1.4 Develop Draft Process Design Deliverables	5 days	40 hrs	Fri 9/15/23	Thu 9/21/23	119	Windsor Project Manager	No
121	2.2.1.5 Review Draft Process Design Documents	10 days	240 hrs	Mon 9/11/23	Fri 9/22/23	119	BWM Project Lead,BWM Proje	No
122	2.2.1.6 Conduct Process Design Confirmation Meetings	5 days	40 hrs	Mon 9/25/23	Fri 9/29/23	121	Windsor Project Manager	No
123	2.2.1.7 Develop Final Process Design Deliverables	5 days	40 hrs	Mon 10/2/23	Fri 10/6/23	122	Windsor Project Manager	No
124	2.2.1.8 Develop Product Backlog	5 days	120 hrs	Mon 10/9/23	Fri 10/13/23	123	Windsor Configuration Team,\	No
125	***2.2.1.9 Conduct Project Checkpoint - Solid Waste Permits***	***0 days***	0 hrs	***Fri 10/13/23***	***Fri 10/13/23***	124FF	BWM Project Lead,KDHE Proje	Yes
126	**2.2.2 System Configuration**	**7 days**	**56 hrs**	**Mon 10/9/23**	**Tue 10/17/23**			**No**
127	2.2.2.1 Prepare Configuration Environment	2 days	16 hrs	Mon 10/9/23	Tue 10/10/23	123	Windsor Configuration Team	No
128	2.2.2.2 Establish Core System Configuration	3 days	24 hrs	Wed 10/11/23	Fri 10/13/23	127	Windsor Configuration Team	No
129	2.2.2.3 Establish System Branding	2 days	16 hrs	Mon 10/16/23	Tue 10/17/23	128	Windsor Configuration Team	No
130	**2.2.3 Data Migration**	**20 days**	**224 hrs**	**Mon 10/9/23**	**Fri 11/3/23**			**No**
131	2.2.3.1 Design Data Migration	10 days	80 hrs	Mon 10/9/23	Fri 10/20/23	123	Windsor Data Conversion Tea	No
132	2.2.3.2 Configure Component Forms	8 days	64 hrs	Wed 10/11/23	Fri 10/20/23	131FF	Windsor Data Conversion Tea	No
133	2.2.3.3 Develop Data Conversion	10 days	80 hrs	Mon 10/23/23	Fri 11/3/23	131	Windsor Data Conversion Tea	No
134	**2.2.4 Business Process Configuration**	**74 days**	**1,240 hrs**	**Mon 10/23/23**	**Fri 2/9/24**			**No**
135	**2.2.4.1 Business Process - Group 1**	**34 days**	**240 hrs**	**Mon 10/23/23**	**Tue 12/12/23**			**No**
136	2.2.4.1.1 Configure Business Processes - Group 1	10 days	80 hrs	Mon 10/23/23	Fri 11/3/23	132	Windsor Configuration Team	No
137	2.2.4.1.2 Configure Business Processes - Group 1	5 days	40 hrs	Mon 11/13/23	Fri 11/17/23	136	Windsor Configuration Team	No

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
138	2.2.4.1.3 User Test Business Processes - Group 1	10 days	80 hrs	Mon 11/20/23	Tue 12/5/23	137	BWM Project Team	No
139	2.2.4.1.4 Apply Business Process Test Feedback - Group 1	5 days	40 hrs	Wed 12/6/23	Tue 12/12/23	138	Windsor Configuration Team	No
140	***2.2.4.1.5 Solid Waste Permit Process Group 1 Complete***	***0 days***	0 hrs	***Tue 12/12/23***	***Tue 12/12/23***		BWM Project Lead,BWM Proj	Yes
141	**2.2.4.2 Business Process - Group 2**	**39 days**	**280 hrs**	**Mon 11/6/23**	**Thu 1/4/24**			**No**
142	2.2.4.2.1 Configure Business Processes - Group 2	10 days	80 hrs	Mon 11/6/23	Mon 11/20/23	136	Windsor Configuration Team	No
143	2.2.4.2.2 Configure Business Processes - Group 2	5 days	40 hrs	Wed 11/29/23	Tue 12/5/23	142	Windsor Configuration Team	No
144	2.2.4.2.3 User Test Business Processes - Group 2	10 days	80 hrs	Wed 12/6/23	Tue 12/19/23	143	BWM Project Team	No
145	2.2.4.2.4 Apply Business Process Test Feedback - Group 2	10 days	80 hrs	Wed 12/20/23	Thu 1/4/24	144	Windsor Configuration Team	No
146	***2.2.4.2.5 Solid Waste Permit Process Group 2 Complete***	***0 days***	0 hrs	***Thu 1/4/24***	***Thu 1/4/24***		BWM Project Lead,BWM Proj	Yes
147	**2.2.4.3 Business Process - Group 3**	**39 days**	**240 hrs**	**Tue 11/21/23**	**Fri 1/19/24**			**No**
148	2.2.4.3.1 Configure Business Processes - Group 3	10 days	80 hrs	Tue 11/21/23	Wed 12/6/23	142	Windsor Configuration Team	No
149	2.2.4.3.2 Configure Business Processes - Group 3	5 days	40 hrs	Wed 12/20/23	Wed 12/27/23	148	Windsor Configuration Team	No
150	2.2.4.3.3 User Test Business Processes - Group 3	10 days	80 hrs	Thu 12/28/23	Thu 1/11/24	149	BWM Project Team	No
151	2.2.4.3.4 Apply Business Process Test Feedback - Group 3	5 days	40 hrs	Fri 1/12/24	Fri 1/19/24	150	Windsor Configuration Team	No
152	***2.2.4.3.5 Solid Waste Permit Process Group 3 Complete***	***0 days***	0 hrs	***Fri 1/19/24***	***Fri 1/19/24***		BWM Project Lead,BWM Proj	Yes
153	**2.2.4.4 Business Process - Group 4**	**34 days**	**240 hrs**	**Thu 12/7/23**	**Fri 1/26/24**			**No**
154	2.2.4.4.1 Configure Business Processes - Group 4	10 days	80 hrs	Thu 12/7/23	Wed 12/20/23	148	Windsor Configuration Team	No
155	2.2.4.4.2 Configure Business Processes - Group 4	5 days	40 hrs	Thu 12/28/23	Thu 1/4/24	154	Windsor Configuration Team	No
156	2.2.4.4.3 User Test Business Processes - Group 4	10 days	80 hrs	Fri 1/5/24	Fri 1/19/24	155	BWM Project Team	No
157	2.2.4.4.4 Apply Business Process Test Feedback - Group 4	5 days	40 hrs	Mon 1/22/24	Fri 1/26/24	156	Windsor Configuration Team	No
158	***2.2.4.4.5 Solid Waste Permit Process Group 4 Complete***	***0 days***	0 hrs	***Fri 1/26/24***	***Fri 1/26/24***		BWM Project Lead,BWM Proj	Yes
159	**2.2.4.5 Business Process - Group 5**	**34 days**	**240 hrs**	**Thu 12/21/23**	**Fri 2/9/24**			**No**
160	2.2.4.5.1 Configure Business Processes - Group 5	10 days	80 hrs	Thu 12/21/23	Fri 1/5/24	154	Windsor Configuration Team	No
161	2.2.4.5.2 Configure Business Processes - Group 5	5 days	40 hrs	Fri 1/12/24	Fri 1/19/24	160	Windsor Configuration Team	No
162	2.2.4.5.3 User Test Business Processes - Group 5	10 days	80 hrs	Mon 1/22/24	Fri 2/2/24	161	BWM Project Team	No
163	2.2.4.5.4 Apply Business Process Test Feedback - Group 5	5 days	40 hrs	Mon 2/5/24	Fri 2/9/24	162	Windsor Configuration Team	No
164	***2.2.4.5.5 Solid Waste Permit Process Group 5 Complete***	***0 days***	0 hrs	***Fri 2/9/24***	***Fri 2/9/24***		BWM Project Lead,BWM Proj	Yes
165	**2.2.5 Customization Development**	**60 days**	**480 hrs**	**Mon 1/29/24**	**Fri 4/19/24**			**No**
166	2.2.5.1 Customization Development	10 days	80 hrs	Mon 1/29/24	Fri 2/9/24	164FF	Windsor Development Team	No
167	2.2.5.2 Customization Development	10 days	80 hrs	Mon 2/12/24	Fri 2/23/24	166	Windsor Development Team	No
168	2.2.5.3 Customization Development	10 days	80 hrs	Mon 2/26/24	Fri 3/8/24	167	Windsor Development Team	No
169	2.2.5.4 Customization Development	10 days	80 hrs	Mon 3/11/24	Fri 3/22/24	168	Windsor Development Team	No
170	2.2.5.5 Customization Development	10 days	80 hrs	Mon 3/25/24	Fri 4/5/24	169	Windsor Development Team	No
171	2.2.5.6 Customization Development	10 days	80 hrs	Mon 4/8/24	Fri 4/19/24	170	Windsor Development Team	No
172	***2.2.5.7 Solid Waste Permit Customization Development Complete***	***0 days***	0 hrs	***Fri 4/19/24***	***Fri 4/19/24***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
173	**2.2.6 Product Integration Development**	**15 days**	**120 hrs**	**Mon 1/29/24**	**Fri 2/16/24**			**No**
174	2.2.6.1 Integration Development	10 days	80 hrs	Mon 1/29/24	Fri 2/9/24	164FF	Windsor Development Team	No
175	2.2.6.2 Integration Development	5 days	40 hrs	Mon 2/12/24	Fri 2/16/24	174	Windsor Development Team	No
176	***2.2.6.3 Solid Waste Permit Product Integration Complete***	***0 days***	0 hrs	***Fri 2/16/24***	***Fri 2/16/24***		BWM Project Lead,KDHE Proj	Yes
177	**2.2.7 Acceptance Testing**	**50 days**	**480 hrs**	**Mon 2/12/24**	**Fri 4/19/24**			**No**
178	2.2.7.1 Prepare Acceptance Test Environment	5 days	40 hrs	Mon 2/12/24	Fri 2/16/24	163	Windsor Development Team	No
179	2.2.7.2 Provide User Training	5 days	40 hrs	Mon 2/19/24	Fri 2/23/24	178	Windsor Project Manager	No
180	2.2.7.3 Acceptance Test Application	10 days	80 hrs	Mon 2/26/24	Fri 3/8/24	179	BWM Project Team	No
181	2.2.7.4 Acceptance Test Application	10 days	80 hrs	Mon 3/11/24	Fri 3/22/24	180	BWM Project Team	No
182	2.2.7.5 Resolve Acceptance Test Issues	10 days	80 hrs	Mon 3/11/24	Fri 3/22/24	180SS-	Windsor Development Team	No
183	2.2.7.6 Resolve Acceptance Test Issues	10 days	80 hrs	Mon 3/25/24	Fri 4/5/24	182	Windsor Development Team	No
184	2.2.7.7 Resolve Acceptance Test Issues	10 days	80 hrs	Mon 4/8/24	Fri 4/19/24	183	Windsor Development Team	No
185	***2.2.7.8 Solid Waste Permit Acceptance Testing Complete***	***0 days***	0 hrs	***Fri 4/19/24***	***Fri 4/19/24***		BWM Project Lead,KDHE Proj	Yes
186	**2.2.8 Implementation**	**10 days**	**160 hrs**	**Fri 4/19/24**	**Thu 5/2/24**			**No**

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
187	2.2.8.1 Prepare Production Environment	5 days	40 hrs	Fri 4/19/24	Thu 4/25/24	185	Windsor Development Team	No
188	2.2.8.2 Review and Walkthrough Production System	5 days	120 hrs	Fri 4/26/24	Thu 5/2/24	187	BWM Project Lead,KDHE Proje	No
189	***2.2.8.3 Solid Waste Permit Implementation Complete***	***0 days***	0 hrs	***Thu 5/2/24***	***Thu 5/2/24***		BWM Project Lead,KDHE Proje	Yes
190	**2.3 Other Hazardous and Solid Waste**	**212 days**	**3,536 hrs**	**Fri 5/3/24**	**Fri 3/7/25**			**No**
191	**2.3.1 Process Design**	**60 days**	**720 hrs**	**Fri 5/3/24**	**Mon 7/29/24**			**No**
192	2.3.1.1 Prepare for Process Design Meetings	10 days	80 hrs	Fri 5/3/24	Thu 5/16/24	115	Windsor Project Manager	No
193	2.3.1.2 Conduct Process Design Meetings	5 days	40 hrs	Fri 5/17/24	Thu 5/23/24	192	Windsor Project Manager	No
194	2.3.1.3 Develop Draft Process Design Deliverables	10 days	80 hrs	Fri 5/24/24	Fri 6/7/24	193	Windsor Project Manager	No
195	2.3.1.4 Develop Draft Process Design Deliverables	5 days	40 hrs	Mon 6/10/24	Fri 6/14/24	194	Windsor Project Manager	No
196	2.3.1.5 Review Draft Process Design Documents	10 days	240 hrs	Mon 6/17/24	Fri 6/28/24	195	BWM Project Lead,BWM Proje	No
197	2.3.1.6 Conduct Process Design Confirmation Meetings	5 days	40 hrs	Mon 7/1/24	Mon 7/8/24	196	Windsor Project Manager	No
198	2.3.1.7 Develop Final Process Design Deliverables	10 days	80 hrs	Tue 7/9/24	Mon 7/22/24	197	Windsor Project Manager	No
199	2.3.1.8 Develop Product Backlog	5 days	120 hrs	Tue 7/23/24	Mon 7/29/24	198	Windsor Configuration Team,\	No
200	***2.3.1.9 Conduct Project Checkpoint – Other Hazardous and Solid Waste***	***0 days***	0 hrs	***Mon 7/29/24***	***Mon 7/29/24***	199FF	BWM Project Lead,KDHE Project Manager,Windsor	Yes
201	**2.3.2 System Configuration**	**7 days**	**56 hrs**	**Tue 7/23/24**	**Wed 7/31/24**			**No**
202	2.3.2.1 Prepare Configuration Environment	2 days	16 hrs	Tue 7/23/24	Wed 7/24/24	198	Windsor Configuration Team	No
203	2.3.2.2 Establish Core System Configuration	3 days	24 hrs	Thu 7/25/24	Mon 7/29/24	202	Windsor Configuration Team	No
204	2.3.2.3 Establish System Branding	2 days	16 hrs	Tue 7/30/24	Wed 7/31/24	203	Windsor Configuration Team	No
205	**2.3.3 Data Migration**	**20 days**	**240 hrs**	**Tue 7/23/24**	**Mon 8/19/24**			**No**
206	2.3.3.1 Design Data Migration	10 days	80 hrs	Tue 7/23/24	Mon 8/5/24	198	Windsor Data Conversion Tea	No
207	2.3.3.2 Configure Component Forms	10 days	80 hrs	Tue 7/23/24	Mon 8/5/24	206FF	Windsor Data Conversion Tea	No
208	2.3.3.3 Develop Data Conversion	10 days	80 hrs	Tue 8/6/24	Mon 8/19/24	206	Windsor Data Conversion Tea	No
209	**2.3.4 Business Process Configuration**	**70 days**	**1,200 hrs**	**Tue 8/6/24**	**Wed 11/13/24**			**No**
210	**2.3.4.1 Business Process - Group 1**	**30 days**	**240 hrs**	**Tue 8/6/24**	**Tue 9/17/24**			**No**
211	2.3.4.1.1 Configure Business Processes - Group 1	10 days	80 hrs	Tue 8/6/24	Mon 8/19/24	207	Windsor Configuration Team	No
212	2.3.4.1.2 Configure Business Processes - Group 1	5 days	40 hrs	Tue 8/20/24	Mon 8/26/24	211	Windsor Configuration Team	No
213	2.3.4.1.3 User Test Business Processes - Group 1	10 days	80 hrs	Tue 8/27/24	Tue 9/10/24	212	BWM Project Team	No
214	2.3.4.1.4 Apply Business Process Test Feedback - Group 1	5 days	40 hrs	Wed 9/11/24	Tue 9/17/24	213	Windsor Configuration Team	No
215	***2.3.4.1.5 Other Hazardous and Solid Waste Process Group 1 Complete***	***0 days***	0 hrs	***Tue 9/17/24***	***Tue 9/17/24***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
216	**2.3.4.2 Business Process - Group 2**	**30 days**	**240 hrs**	**Tue 8/20/24**	**Tue 10/1/24**			**No**
217	2.3.4.2.1 Configure Business Processes - Group 2	10 days	80 hrs	Tue 8/20/24	Tue 9/3/24	211	Windsor Configuration Team	No
218	2.3.4.2.2 Configure Business Processes - Group 2	5 days	40 hrs	Wed 9/4/24	Tue 9/10/24	217	Windsor Configuration Team	No
219	2.3.4.2.3 User Test Business Processes - Group 2	10 days	80 hrs	Wed 9/11/24	Tue 9/24/24	218	BWM Project Team	No
220	2.3.4.2.4 Apply Business Process Test Feedback - Group 2	5 days	40 hrs	Wed 9/25/24	Tue 10/1/24	219	Windsor Configuration Team	No
221	***2.3.4.2.5 Other Hazardous and Solid Waste Process Group 2 Complete***	***0 days***	0 hrs	***Tue 10/1/24***	***Tue 10/1/24***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
222	**2.3.4.3 Business Process - Group 3**	**30 days**	**240 hrs**	**Wed 9/4/24**	**Tue 10/15/24**			**No**
223	2.3.4.3.1 Configure Business Processes - Group 3	10 days	80 hrs	Wed 9/4/24	Tue 9/17/24	217	Windsor Configuration Team	No
224	2.3.4.3.2 Configure Business Processes - Group 3	5 days	40 hrs	Wed 9/18/24	Tue 9/24/24	223	Windsor Configuration Team	No
225	2.3.4.3.3 User Test Business Processes - Group 3	10 days	80 hrs	Wed 9/25/24	Tue 10/8/24	224	BWM Project Team	No
226	2.3.4.3.4 Apply Business Process Test Feedback - Group 3	5 days	40 hrs	Wed 10/9/24	Tue 10/15/24	225	Windsor Configuration Team	No
227	***2.3.4.3.5 Other Hazardous and Solid Waste Process Group 3 Complete***	***0 days***	0 hrs	***Tue 10/15/24***	***Tue 10/15/24***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
228	**2.3.4.4 Business Process - Group 4**	**30 days**	**240 hrs**	**Wed 9/18/24**	**Tue 10/29/24**			**No**
229	2.3.4.4.1 Configure Business Processes - Group 4	10 days	80 hrs	Wed 9/18/24	Tue 10/1/24	223	Windsor Configuration Team	No
230	2.3.4.4.2 Configure Business Processes - Group 4	5 days	40 hrs	Wed 10/2/24	Tue 10/8/24	229	Windsor Configuration Team	No
231	2.3.4.4.3 User Test Business Processes - Group 4	10 days	80 hrs	Wed 10/9/24	Tue 10/22/24	230	BWM Project Team	No
232	2.3.4.4.4 Apply Business Process Test Feedback - Group 4	5 days	40 hrs	Wed 10/23/24	Tue 10/29/24	231	Windsor Configuration Team	No

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
233	***2.3.4.4.5 Other Hazardous and Solid Waste Process Group 4 Complete***	***0 days***	0 hrs	***Tue 10/29/24***	***Tue 10/29/24***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
234	**2.3.4.5 Business Process - Group 5**	**30 days**	**240 hrs**	**Wed 10/2/24**	**Wed 11/13/24**			**No**
235	2.3.4.5.1 Configure Business Processes - Group 5	10 days	80 hrs	Wed 10/2/24	Tue 10/15/24	229	Windsor Configuration Team	No
236	2.3.4.5.2 Configure Business Processes - Group 5	5 days	40 hrs	Wed 10/16/24	Tue 10/22/24	235	Windsor Configuration Team	No
237	2.3.4.5.3 User Test Business Processes - Group 5	10 days	80 hrs	Wed 10/23/24	Tue 11/5/24	236	BWM Project Team	No
238	2.3.4.5.4 Apply Business Process Test Feedback - Group 5	5 days	40 hrs	Wed 11/6/24	Wed 11/13/24	237	Windsor Configuration Team	No
239	***2.3.4.5.5 Other Hazardous and Solid Waste Process Group 5 Complete***	***0 days***	0 hrs	***Wed 11/13/24***	***Wed 11/13/24***		BWM Project Lead,BWM Project Team,KDHE Project	Yes
240	**2.3.5 Customization Development**	**30 days**	**240 hrs**	**Wed 10/30/24**	**Fri 12/13/24**			**No**
241	2.3.5.1 Customization Development	10 days	80 hrs	Wed 10/30/24	Wed 11/13/24	238FF	Windsor Development Team	No
242	2.3.5.2 Customization Development	10 days	80 hrs	Thu 11/14/24	Fri 11/29/24	241	Windsor Development Team	No
243	2.3.5.3 Customization Development	10 days	80 hrs	Mon 12/2/24	Fri 12/13/24	242	Windsor Development Team	No
244	***2.3.5.4 Other Hazardous and Solid Waste Customization Development Complete***	***0 days***	0 hrs	***Fri 12/13/24***	***Fri 12/13/24***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
245	**2.3.6 Product Integration Development**	**10 days**	**80 hrs**	**Wed 10/30/24**	**Wed 11/13/24**			**No**
246	2.3.6.1 Integration Development	10 days	80 hrs	Wed 10/30/24	Wed 11/13/24	238FF	Windsor Development Team	No
247	***2.3.6.2 Other Hazardous and Solid Waste Product Integration Development Complete***	***0 days***	0 hrs	***Wed 10/30/24***	***Wed 10/30/24***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
248	**2.3.7 Acceptance Testing**	**50 days**	**480 hrs**	**Thu 11/14/24**	**Wed 1/29/25**			**No**
249	2.3.7.1 Prepare Acceptance Test Environment	5 days	40 hrs	Thu 11/14/24	Wed 11/20/24	238	Windsor Development Team	No
250	2.3.7.2 Provide User Training	5 days	40 hrs	Mon 11/25/24	Fri 11/29/24	249	Windsor Project Manager	No
251	2.3.7.3 Acceptance Test Application	10 days	80 hrs	Mon 12/2/24	Fri 12/13/24	250	BWM Project Team	No
252	2.3.7.4 Acceptance Test Application	10 days	80 hrs	Mon 12/16/24	Mon 12/30/24	251	BWM Project Team	No
253	2.3.7.5 Resolve Acceptance Test Issues	10 days	80 hrs	Mon 12/16/24	Mon 12/30/24	251SS-	Windsor Development Team	No
254	2.3.7.6 Resolve Acceptance Test Issues	10 days	80 hrs	Tue 12/31/24	Wed 1/15/25	253	Windsor Development Team	No
255	2.3.7.7 Resolve Acceptance Test Issues	10 days	80 hrs	Thu 1/16/25	Wed 1/29/25	254	Windsor Development Team	No
256	***2.3.7.8 Other Hazardous and Solid Waste Acceptance Testing Complete***	***0 days***	0 hrs	***Wed 1/29/25***	***Wed 1/29/25***		BWM Project Lead,KDHE Project Manager,Windsor	Yes
257	**2.3.8 Implementation**	**20 days**	**480 hrs**	**Thu 1/30/25**	**Wed 2/26/25**			**No**
258	2.3.8.1 Prepare Production Environment	5 days	40 hrs	Thu 1/30/25	Wed 2/5/25	256	Windsor Development Team	No
259	2.3.8.2 Review and Walkthrough Production System	5 days	120 hrs	Thu 2/6/25	Wed 2/12/25	258	BWM Project Lead,KDHE Proje	No
260	2.3.8.3 Provide Post-Implementation Support	10 days	320 hrs	Thu 2/13/25	Wed 2/26/25	259	Windsor Project Manager,Win	No
261	***2.3.8.4 Other Hazardous and Solid Waste Implementation Complete***	***0 days***	0 hrs	***Wed 2/26/25***	***Wed 2/26/25***		BWM Project Lead	Yes
262	2.3.9 nVIRO ADA Compliance Audit	5 days	40 hrs	Mon 3/3/25	Fri 3/7/25		Windsor Project Manager	No
263	***2.3.10 Provide Final nVIRO VPAT to KDHE***	***0 days***	0 hrs	***Fri 3/7/25***	***Fri 3/7/25***		Windsor Project Manager	Yes
264	**3 KITO CLOSE OUT PHASE**	**11 days**	**184 hrs**	**Mon 3/10/25**	**Mon 3/24/25**			**No**
265	3.1 Obtain User Sign-off	5 days	120 hrs	Mon 3/10/25	Fri 3/14/25		BWM Project Lead,KDHE Proje	No
266	3.2 Conduct Lessons Learned Session	1 day	8 hrs	Mon 3/17/25	Mon 3/17/25		KDHE Project Manager	No
267	3.3 Archive Project Records	1 day	8 hrs	Tue 3/18/25	Tue 3/18/25		KDHE Project Manager	No
268	3.4 Draft PIER	5 days	40 hrs	Mon 3/17/25	Fri 3/21/25		KDHE Project Manager	No
269	3.5 Submit PIER to CITO	1 day	8 hrs	Mon 3/24/25	Mon 3/24/25		KDHE Project Manager	No
270	***3.6 KITO Closeout Phase Complete***	***0 days***	0 hrs	***Mon 3/24/25***	***Mon 3/24/25***		BWM Project Lead,KDHE Proje	Yes

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

Kansas Historical Society

785-272-8681, ext. 271
matt.veatch@ks.gov
kshs.org

Jennie Chinn, Executive Director

Laura Kelly, Governor

June 10, 2022

Janet Stanek, KDHE Secretary
Curtis State Office Building
1000 SW Jackson Street
Topeka, KS 66612-1368

Dear Ms. Stanek,

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

In compliance with this process, Amy Crotinger, IT Project Manager at the Kansas Department of Health and Environment (KDHE), recently sent to me for review an Electronic Records Retention Statement (ERRS) for the Bureau of Waste Management E-Reporting project detail-level plan. From my review of the project plan materials and discussions with your staff, it seems likely that the project will impact long-term records. The project staff has expressed their intent to investigate and implement electronic records management best practices with the assistance of Kansas State Historical Society (KHS) staff. They have also agreed to identify specific record series that will be impacted by implementation of the Data Management project. They have indicated their commitment to do both by adding tasks related to records management in the work breakdown structure.

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

I want to thank you and your staff for your cooperation in the effort to meet the challenges of effectively managing and preserving Kansas government electronic records.

Sincerely,

Megan Burton

Megan Burton
Senior Archivist

cc: Amy Crotinger, Information Technology Project Manager, Kansas Department of Health and Environment
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

Kansas
Office of Information Technology Services

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

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

June 9, 2022

Janet Stanek, Secretary
Department of Health and Environment
900 SW Jackson St., Suite 900 N
Topeka, KS 66612-1220

Dear Sec. Stanek:

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 Amy Crotinger an Accessibility Compliance Statement for the BWM Data Management System project for review in compliance with this process.

This Accessibility Statement and the accompanying Accessibility Conformance Report (ACR) affirm that this project will comply with the requirements of ITEC Policy 1210. For a couple of minor points noted in the ACR for which compliance is incomplete, additional email correspondence has provided assurance that these are in an ancillary component, not the core products, and that the vendor intends to replace that component at some point in the future. It is asked that this office, and/or the office of the State Americans with Disabilities Act Coordinator, be kept apprised of progress made in this area, as well as any accommodations that need to be made in the interim. Verification of overall compliance for the project will occur according to WBS tasks 2.3.9 and 2.3.10.

The Accessibility Statement for the BWM Data Management System detailed project plan is approved. A copy of this letter should be included with the submittal of the BWM Data Management System detailed project plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:
Cole D. Robison
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Amy Crotinger, Department of Health and Environment
Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Spinks, Director, Kansas Information Technology Office
Glen Yancey, Department of Health and Environment

Kansas Department of Health and Environment
Bureau of Waste Management (BWM) Data Management System
Architectural Statement of Compliance
06/17/2022

The BWM Data Management System is a project focused on replacing the existing application, Access, and Excel databases to manage permitting, compliance, reporting, and enforcement data. Architecture will be impacted as it will be comprised of an external cloud hosted server environment.

The BWM Data Management System solution will be developed through a combination of reuse of an existing system and custom development to meet unique system requirements. The system will be developed using the .NET development platform and SQL Server database platform. All technology in the project represents current or target standards. The system currently meets all current standards set by the Kansas Information Technical Architecture (KITA) Review Board.

Kansas Department of Health and Environment
Bureau of Waste Management (BWM) Data Management System
Ownership of Software Code and Related Intellectual Property
Statement of Compliance
06/17/2022

Ownership of Software Code and Related Intellectual Property

- Windsor Solutions, Inc. acknowledges that, as applicable, all original software and software code and related intellectual property developed or created by Windsor Solutions, Inc. in the performance of its obligations shall become the joint property of the State of Kansas and Windsor Solutions, Inc. Windsor Solutions, Inc. will surrender all original written materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, used to develop this software or software code and related intellectual property to the state entity for which it was developed.
- Windsor Solutions, Inc. will provide the State of Kansas with several proprietary software products developed by and owned by Windsor Solutions, Inc. to form integral functional components of the planned solution. These products may include Windsor Solutions, Inc. nFORM, nCORE, nSITE, and nSPECT products (Software). Windsor Solutions, Inc hereby grants the State of Kansas a non-exclusive, **non-distributable,** fully paid, irrevocable, and perpetual license to reproduce and use the Software for the purposes of supporting the planned solution, and to modify the Software as needed to meet its needs for the purposes described of the planned solution. Title to the Software will remain with the Contractor, excluding modifications made by the State of Kansas under this Contract. Any modifications to the Software made by the State of Kansas will not affect Contractor's title to the underlying Software.

Policy Compliance

- The BWM Data Management System will comply with the following State of Kansas Information Technology Executive Counsel Information policy:
    - The State of Kansas Information Technology Executive Counsel Information Technology Policy #1500
    - https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf

PRIVACY STATEMENT
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

The Privacy Act of 1974, Health Insurance Portability
and Accountability Act 1996 (HIPAA)
07/20/2022

KDHE's Bureau of Waste Management agrees to abide by HIPAA privacy rules <u>when applicable</u> to the BWM data management system being implemented by Windsor Solutions, Inc. It should be noted information that is gathered and/or shared for the purpose of the performance of public health duties is exempted from HIPAA privacy rules.

1. *What information is included?*

   Bureau generated identification numbers are assigned to each regulated facility and have no use outside the Bureau. The program does not collect identity sensitive information for individuals, organizations or computers. Most information the Bureau collects is considered public record and is subject to the Kansas Open Records Act ("KORA"). Confidential information relating to proprietary processes, sensitive financial information, or unresolved enforcement actions are kept securely segregated.

2. *Why is it collected?*

   The Bureau only collects information related to the compliance, monitoring, and permitting activities of the Bureau of Waste Management facilities and regulated entities and does not collect identity sensitive information for individuals, organizations, or computers.

3. *How will it be used?*

   The Bureau only collects information related to the compliance, monitoring, and permitting activities of the Bureau of Waste Management facilities and regulated entities and does not collect identity sensitive information for individuals, organizations, or computers.

4. *Exclusion opportunities*

   The Bureau does not collect identity sensitive information for individuals, organizations or computers so there is no need for exclusion procedures.

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.*

   HIPAA requirements do not apply.

6. *If your state entity is subject to other requirements, such as HIPPA, what are the items you are required to comply with?*

   We are subject to the Kansas Open Records Act ("KORA").

7. *Total privacy cost estimate*

   The Bureau of Waste Management will benefit from the major information security and infrastructure changes that have already been instituted at KDHE and in the data management system so no additional cost is anticipated.

Kansas Department of Health and Environment
Bureau of Waste Management (BWM) Data Management System
Security Statement
06/17/2022

The Kansas Department of Health and Environment (KDHE) Bureau of Waste Management (BWM) currently uses the nFORCE system provided by Windsor Solutions, Inc. (Windsor) to support the implementation of solid and hazardous waste management regulatory programs in the State. The nFORCE system manages data about facilities that generate, transport, and manage hazardous wastes under the Resource Conservation and Recovery Act (RCRA) program. This includes handler information, compliance, and enforcement data. The system also manages information about solid waste management facilities. The new application will follow and comply with all security standards and policies set forth by the Kansas Information Technology Executive Council (ITEC).

Stated policies such as 7230 (Information Technology Enterprise Security Policy v2), 9500 (Wireless Local Area Network Policy), 7300 (Information Technology Security Council Charter) will be followed and managed by the project team and agency administrative personnel.

Kansas Department of Health and Environment
Bureau of Waste Management (BWM) Data Management System
Accessibility Statement of Compliance
06/08/2022

The goal of the Bureau of Waste Management (BWM) data management system project is geared to move permitting, compliance, and enforcement data to a modern platform that can upload data to the Environmental Protection Agency (EPA) system as required by federal grant contracts. Windsor Solutions, Inc. will establish secure, high-performance connectivity between the new system and the EPA database.

The KDHE Bureau of Waste Management and Windsor Solutions, Inc. plans to implement the remedial course of action identified in the Voluntary Product Accessibility Template also referred to as VPAT during the implementation phase of the project. Specifically, Work Breakdown Structure (WBS) task item 2.3.10 where Windsor will submit their full compliance with the VPAT for all system requirements and customizations which are provided as part of the BWM database management system project, as outlined in Information Technology Executive Council (ITEC) Policy 1210.

* If using VPAT version 2.2 or later, the “508” edition is required.

Kansas Department of Health and Environment
Bureau of Waste Management (BWM) Data Management System
Electronic Record Retention Statement (K.S.A. 45-403, K.S.A. 45-213 – 45-223)
06/07/2022

Retention of electronic records in the Bureau of Waste Management (BWM) is uniform: all records entered into the BWM database will be stored indefinitely. The current BWM Records Retention Schedule gives a range of 3 to 30 years following a specific milestone for maintaining records, but in practice BWM has found that longer retention time for certain documents is necessary or desirable. The schedule is currently being revised to specify longer retention times.

The following questions and answers address the electronic record retention policies of KDHE as they pertain to the BWM system.

Some of the functionality listed below will be impacted by the implementation of the new database system. There will be changes in our ability to accept electronically signed forms and system integration with PerceptiveContent. The storage of forms will remain unchanged.

1. ***Identify replaced paper records:*** BWM will replace the following paper submissions from the regulated community with on-line submissions:
    - Permit applications
    - Hazardous waste generator reports
    - Solid waste tonnage reports

2. ***Identify new business functions:*** There are no new business functions.

3. ***Reasons for business functions:*** Not applicable.

4. ***Records requirements for business functions:*** Not applicable.

5. ***Documents in another system?*** Current records are in BWM's nForce database; these records will need to be migrated to the new system. There will be system integration with documents stored in PerceptiveContent.

6. ***Public access requirements:*** Regulated entities will require access to the system to submit reports and update facility information.

    The general public will not access information directly from the BWM system, but rather from other state and federal sites that that are fed data from the BWM system. These systems include:
    - Kansas Environmental Interest Finder
    - EPA’s RCRAInfo Web
    - EPA's Enforcement and Compliance History Online

7. ***Access control requirements:*** Regulated entity system users will be approved by KDHE staff. Users who will be signing documents will first need to submit CROMERR-compliant electronic signature agreements.

8. ***Identify all records with retention period of ten or more years:*** All records entered into the database will be retained indefinitely, including:
    - Permit applications
    - Compliance and enforcement records
    - Authorizations for:
        - Special waste disposal
        - Beneficial use
        - Disposal without a permit
    - Hazardous waste generator reports
    - Solid waste tonnage reports
    - Composting reports
    - Fee payments

9. ***Estimate three-year cost of addressing records identified in question 8***. Estimated costs are between 50 and 70 thousand dollars depending on final costs and requirements.

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: 07/20/2022 Prepared by: Amy Crotinger

Category	*Prob*	*Imp*	*Risk*	*Mitigation Approaches*
Schedule	**Med**	**Med**	**Schedule reflects areas for UAT, the risk would be staff adhering to the time allotted and staying within the timeframe agreed upon during project planning.**	- **Timeline reviewed monthly by Project Team to prevent undetected timeline departures**
Technical	**High**	**Med**	**Software will not be 100% compliant with ITEC Policy 1210, Information and Communication Technology Accessibility standards.**	- **Vendor is completing an accessibility audit.** - **Will monitor to ensure accessibility requirements are met**
Contractor Risk	**Low**	**Low**	**Vendor is modifying an "off the shelf" system used for Bureau of Waste Management where requirements may be missed, and costs drastically increase.**	- **Vendor has experience with the HazWaste EPA (Environmental Protection Agency) node and is modifying that system connection for the Bureau of Waste Management to transmit data efficiently** - **Detailed requirements documents and WBS outlining time and costs.**
Customer Risk	**Low**	**Low**	**No needs assessment has been completed. Potential for change in scope.**	- **Scope initially defined in project plan, reviewed to prevent undetected scope creep.**
Stakeholders	**Low**	**Low**	**Potential Stakeholder turnover**	- **Work with Project Sponsor to ensure team membership**

Legend
Prob = Probability of Occurrence
Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Department of Health and Environment, Bureau of Waste Mana

Project Name: Bureau of Waste Management (BWM) Data Management System

1. Introduction

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

2. Summary

Score	Risk Level	Risk Area
2.0	MEDIUM	Strategic Risk
1.2	LOW	Financial Risk
2.4	MEDIUM	Project Management Risk
1.0	LOW	Technology Risk
1.8	LOW	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.

Amy Crotinger, IT Project Manager

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

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