

Report Title: Project Details
Run Date and Time: 2023-10-03 13:52:41 Central Daylight Time
Run by: Cole Robison
Table name: pm_project

Project

Initiative Name:	Enterprise Licensing Platform	Number:	PRJ0011328
Initiative Acronym:	ELP	Percent complete:	23.29
Project manager:	Donnita Thomas	State:	Work in Progress
Status:	Green		
Most Recent Status Report:			

Description:

The State of Kansas, Office of Information Technology Service (OITS) is looking for viable solutions for a comprehensive licensing platform for multiple agencies throughout the State of Kansas.

Dates

Schedule:

Project Management Schedule			
Approved project start date:	2022-06-27 08:00:00	Approved project close-out date:	2026-03-23 17:00:00
Project start date:	2022-06-27 08:00:00	Project close-out date:	2026-02-27 17:00:00
Actual start date:	2022-06-27 00:00:00	Actual end date:	
Execution start date:	2023-10-02 09:11:33	Execution end date:	2026-02-06 08:35:59
Duration(duration):	960 Days	Actual duration(work_duration):	
Planned effort:		Actual effort:	0 Seconds
Time constraint:	Start ASAP		

Details

Portfolio:		Priority:	4 - Low
Program:		Agency:	OITS
Investment Class:		Impacted Agencies:	KREC, KSBOA, KBVE, KSSBEO, KSBMA, KBOB, KSBTP
Investment Type:		Business Capabilities:	
Execution type:	Waterfall	Business Applications:	
Demand:			

Business Case

Business case:

The State of Kansas, Office of Information Technology Service (OITS) is looking for viable solutions for a comprehensive licensing platform for multiple agencies throughout the State of Kansas. Currently, the Kansas Real Estate Commission is actively seeking vendors for their platform and six additional agencies will follow. Each agency will work with the vendor to present their own requirements; however, the contracting will be centralized through OITS. The solution should include reusable components to maximize the efficiency of the platform and minimize cost to the State of Kansas. This effort will also fulfill the requirements from 2023 HB 2388.

The Kansas Real Estate Commission (KREC) is seeking viable solutions for the replacement of the KREC's licensing database. The aim is to transition from legacy licensing software program and access databases to one integrated seamless program that includes licensing, compliance, education, legal, accounting and administrative functions without losing any operational functionality. KREC administers a program of licensure, education, and compliance relating to the transacting of real estate by salespersons and brokers in Kansas. As of May 2022, there are 14,765 salesperson licensees and 3,459 broker licensees. Licenses expire on the first day of the month every two years based on the month the license was issued. There are 2,523 companies registered with KREC. In FY2021, KREC issued 2,307 original licenses and had 4,160 individuals take a Kansas real estate license examination. There are 52 schools who teach over 300 approved education courses.

In scope:

Setting the system up for multiple tenants with KREC being the 1st tenant. On-boarding the following 6 tenants: KSBOA, KBVE, KSSBEO, KBMA, KBOB & KSBTP. All aspects of the licensing process including but not limited to viewing, applying, changing, renewing, and submitting information pertaining to their licenses, applications and educational courses. All functionality required to allow KREC approved course providers access so that education records can be electronically managed. All functionality required to allow for online verification, discipline and complaint tracking. Transition of existing data to the new system. All functionality required to support records retention and records management including the ability to assign various records retention periods. All functionality required to support electronic payment processes. All functionality required to support external interfaces to obtain exam results and payments. Setting up a management model that supports a vendor managed and hosted environment. All functionality requirement to allow KREC staff to resolve all their customer service issues within the system. Developing process for on-boarding other agencies/tenants.

Out of scope:

On-Boarding other agencies that are not listed above. [If funding allows, we will consider on-boarding additional agencies.]

Risk of performing:

Potential that the current data / information is not migrated correctly to the new environment. All data / information in current systems need to be accessible and usable in the new environment to provide uninterrupted service to license holders.

Risk of not performing:

Potential for agencies not being able to issue and manage the licensing processes.

Enablers:

Management is supportive of the service model which sets up a system that can be used by multiple agencies/tenants.

Barriers:

Not having sufficient time to stand up the new environment.

Assumptions:

The system will allow for multiple tenants with varying requirements. We will have access to current data and resources to assist with transitioning data from current system to the new solution. Appropriate resources will be available.

Financials

Rate Model:

Total planned cost (minus Quarterly Oversight Fee):	\$3,622,500.00	Average Annual Ongoing Cost of Ownership:	\$130,250.00
Total planned cost:	\$3,622,500.00	Planned benefit:	\$0.00
Planned capital:	\$3,500,000.00	Planned return:	(\$3,622,500.00)
Planned operating:	\$122,500.00	Planned ROI %:	-100
Budget cost:	\$0.00	Discount Rate %:	0
Actual cost:	\$0.00	Net present value:	(\$3,622,500.00)
Estimate at completion:	\$0.00	Internal rate of return %:	
		Estimate to completion:	\$0.00
		Estimated life/length of Commitment (in years):	4

Assessment Data

KITO Reportable:	true	Overall Project Risk Score:	2.47
Strategic Risk:	2.5	Technology Risk:	2.7
Financial Risk:	1	Change Management / Operational Risk:	2.5
Project Management Risk:	2.6		
Demand Overall Business Risk Evaluation Score:		Demand Financial Risk Score:	
Demand Strategic Risk Score:		Demand Security & Compliance Risk Score:	
Demand Operational Risk Score:		Demand Reputational Risk Score:	

Notes

Watch list:	Work notes list:
Work notes:	
2023-10-02 08:37:56 - Donnita Thomas (Work notes) @Cole Robison @Sara Spinks When do you anticipate getting the CITO sign-off on this project?	
2023-09-25 16:18:33 - Donnita Thomas (Work notes) @Cole Robison No changes are needed, the ARPA funding will cover the oversight fee as well.	
2023-09-25 15:56:18 - Cole Robison (Work notes) @Donnita Thomas I have added a cost plan for the quarterly oversight fee (necessary because this project was not originally entered as a demand, so the system could not produce this cost plan automatically). Please note the updated Total Planned Cost, and review the Funding Sources for Project Funding, and their % of Funding, making any necessary adjustments. NOTIFY ME when you have done so, and I will continue my review.	
2023-09-25 10:36:33 - Cole Robison (Work notes) @Donnita Thomas Not yet. It's in my queue for review. I'll get to it soon.	
2023-09-25 08:45:38 - Donnita Thomas (Work notes) @Cole Robison I was just wondering where this project was at in the process. Has it gone to the CITO for approval?	
2023-09-15 10:26:11 - Donnita Thomas (Work notes) @Megan Burton I haven't received the Records Retention approval for this project as of yet. I've attached the email in which we discussed this project.	

Preferences

Allow time card reporting on:	Project and project tasks	Derive assignee list from resource plan:	false
Update actual effort from time card:	Yes	Recalculate score on project change:	Yes
Calculation:	Automatic	Project schedule date format:	Date and Time
Show on Program Status Report:	true	Derive time component from planned dates:	false
Constraint date:	2023-02-01 08:00:00		

Related List Title: Project Task List

Table name: pm_project_task

Query Condition: Parent = PRJ0011328

Sort Order: Planned start date in ascending order

20 Project Tasks

Number	Short description	Duration	▲ Planned start date	Planned end date	Dependency	Assigned to	Milestone	State	Actual start date	Actual end date	Percent complete
PRJTASK0018102	Initiating	251 Days	2022-06-27 08:00:00	2023-06-12 17:00:00			false	Closed Complete	2022-06-27 00:00:00	2023-06-12 00:00:00	100
PRJTASK0018139	KREC - Planning / Define Stage	113 Days	2023-06-09 08:00:00	2023-11-14 17:00:00			false	Work in Progress	2023-06-09 00:00:00		81.68
PRJTASK0018294	KREC - Executing / Refine, Develop and Deploy stages	177 Days	2023-07-17 08:00:00	2024-03-19 17:00:00			false	Pending			0
PRJTASK0019147	KSBOA Planning	21 Days	2024-02-26 08:00:00	2024-03-25 17:00:00			false	Pending			0
PRJTASK0019180	KSBTP - Planning	21 Days	2024-03-20 08:00:00	2024-04-17 17:00:00			false	Pending			0
PRJTASK0019154	KSBOA Executing	84 Days	2024-03-26 08:00:00	2024-07-19 17:00:00			false	Pending			0
PRJTASK0019184	KSBTP - Executing	105 Days	2024-04-18 08:00:00	2024-09-11 17:00:00			false	Pending			0
PRJTASK0019161	KBVE - Planning	21 Days	2024-07-22 08:00:00	2024-08-19 17:00:00			false	Pending			0
PRJTASK0019165	KBVE - Executing	89 Days	2024-08-20 08:00:00	2024-12-20 17:00:00			false	Pending			0
PRJTASK0019172	KSSBEO - Planning	21 Days	2024-09-11 08:00:00	2024-10-09 17:00:00			false	Pending			0
PRJTASK0019176	KSSBEO - Executing	115 Days	2024-10-09 08:00:00	2025-03-18 17:00:00			false	Pending			0
PRJTASK0019193	KBOB - Planning	21 Days	2025-01-06 08:00:00	2025-02-03 17:00:00			false	Pending			0
PRJTASK0019196	KBOB - Executing	63 Days	2025-02-04 08:00:00	2025-05-01 17:00:00			false	Pending			0
PRJTASK0019200	BOMA - Planning	21 Days	2025-03-19 08:00:00	2025-04-16 17:00:00			false	Pending			0
PRJTASK0019204	BOMA - Executing	105 Days	2025-04-19 08:00:00	2025-09-12 17:00:00			false	Pending			0

Number	Short description	Duration	▲ Planned start date	Planned end date	Dependency	Assigned to	Milestone	State	Actual start date	Actual end date	Percent complete
PRJTASK0019220	Dental - Planning	21 Days	2025-05-05 08:00:00	2025-06-02 17:00:00			false	Pending			0
PRJTASK0019224	Dental - Executing	105 Days	2025-06-03 08:00:00	2025-10-27 17:00:00			false	Pending			0
PRJTASK0019229	BSRB - Planning	21 Days	2025-09-15 08:00:00	2025-10-13 17:00:00			false	Pending			0
PRJTASK0019234	BSRB - Executing	84 Days	2025-10-14 08:00:00	2026-02-06 17:00:00			false	Pending			0
PRJTASK0018782	Closing	15 Days	2026-02-07 08:00:00	2026-02-27 17:00:00			false	Pending			0

Related List Title: Project Task List

Table name: pm_project_task

Query Condition: Parent = PRJ0011328 AND Phase type = Agile

Sort Order: Planned start date in ascending order

None

Related List Title: Epic List

Table name: rm_epic

Query Condition: Sys ID in

Sort Order: Number in ascending order

None

Related List Title: Requirement List

Table name: dmn_requirement

Query Condition: Parent = PRJ0011328

Sort Order: Number in ascending order

8 Requirements

▲ Number	Short description	Priority	State	Approval
DREQ0001104	Compliance: Accessibility	4 - Low	Accepted	Approved
DREQ0001105	Compliance: Architectural	4 - Low	Accepted	Approved
DREQ0001106	Compliance: Data	4 - Low	Accepted	Approved

▲ Number	Short description	Priority	State	Approval
DREQ0001107	Compliance: Intellectual Property	4 - Low	Accepted	Approved
DREQ0001108	Compliance: Records Retention	4 - Low	Accepted	Approved
DREQ0001109	Compliance: Security	4 - Low	Accepted	Approved
DREQ0001110	Agency Executive Authority Approval	4 - Low	Approved	Approved
DREQ0001119	Project: KITO Review	4 - Low	Accepted	Not Yet Requested

Related List Title: Resource Plan List

Table name: resource_plan

Query Condition: Top task = PRJ0011328

Sort Order: Number in ascending order

None

Related List Title: Cost Plan List

Table name: cost_plan

Query Condition: Project/Demand in (PRJTASK0018221, PRJTASK0018827, PRJTASK0018823, PRJTASK0022703, PRJTASK0018158, PRJTASK0018180, PRJTASK0018175, PRJTASK0018840, PRJTASK0018169, PRJ0011328), [...]

Sort Order: Name in ascending order

14 Cost Plans

▲ Name	Cost type	Start fiscal period	End fiscal period	Quantity	Unit cost	Total planned cost	Total actual cost
Accela Occupational Licensing - SaaS	Software Capex	FY24: M03 SEP	FY24: M04 OCT	15	3,000	45,000	0
Behavioral Sciences and Regulatory Board	External labor Capex	FY26: M03 SEP	FY26: M08 FEB	1	293,740	293,740	0
Customization/Configuration	External labor Capex	FY24: M01 JUL	FY24: M06 DEC	1	641,884	641,884	0
Installation/Provision	External labor Capex	FY24: M02 AUG	FY24: M03 SEP	1	38,800	38,800	0
Kansas Board of Accountancy	External labor Capex	FY24: M08 FEB	FY25: M01 JUL	1	349,800	349,800	0
Kansas Board of Barbering	External labor Capex	FY25: M07 JAN	FY25: M11 MAY	1	175,600	175,600	0
Kansas Board of Examiners in Optometry	External labor Capex	FY25: M03 SEP	FY25: M09 MAR	1	376,800	376,800	0

▲ Name	Cost type	Start fiscal period	End fiscal period	Quantity	Unit cost	Total planned cost	Total actual cost
Kansas Board of Veterinary Examiners	External labor Capex	FY25: M01 JUL	FY25: M06 DEC	1	400,800	400,800	0
Kansas Dental Board	External labor Capex	FY25: M11 MAY	FY26: M04 OCT	1	348,000	348,000	0
Kansas State Board of Mortuary Arts	External labor Capex	FY25: M09 MAR	FY26: M03 SEP	1	339,400	339,400	0
Kansas State Board of Technical Professions	External labor Capex	FY24: M09 MAR	FY25: M03 SEP	1	376,800	376,800	0
Quarterly Oversight Fee	Other Opex	FY24: M01 JUL	FY26: M08 FEB	10	12,250	122,500	0
Training	External labor Capex	FY24: M08 FEB	FY24: M09 MAR	1	93,376	93,376	0
Travel and Expenses Only	Other Capex	FY24: M08 FEB	FY24: M09 MAR	1	20,000	20,000	0

Related List Title: Funding Source List

Table name: u_funding_source

Query Condition: Task = PRJ0011328

Sort Order: None

2 Funding Sources

Number	Name of Fund	Type of Funding	Funding Source	% of Funding	\$ Amount of Total Planned Cost	Task
FUND0001036	Agency Funds	State General Funding	On-Going Funding	100	\$0.00	PRJ0011328
FUND0001035	ARPA	Federal Funding	Project Funding	100	\$3,622,500.00	PRJ0011328

Related List Title: Benefit Plan List

Table name: benefit_plan

Query Condition: Work in (PRJTASK0018221, PRJTASK0018827, PRJTASK0018823, PRJTASK0022703, PRJTASK0018158, PRJTASK0018180, PRJTASK0018175, PRJTASK0018840, PRJTASK0018169, PRJ0011328), [...] AND Benefit type = Monetary benefits

Sort Order: Name in ascending order

None

Related List Title: Benefit Plan List

Table name: benefit_plan

Query Condition: Work in (PRJTASK0018221, PRJTASK0018827, PRJTASK0018823, PRJTASK0022703, PRJTASK0018158, PRJTASK0018180, PRJTASK0018175, PRJTASK0018840, PRJTASK0018169, PRJ0011328), [...] AND Benefit type = Non-monetary benefits

Sort Order: Name in ascending order

4 Benefit Plans

▲ Name	Description	Category	Sub category	Start fiscal period	End fiscal period	Measure	Non-monetary planned benefit	Non-monetary actual benefit
Automation of Processes	Improve business processes by utilizing automation which reduces turn around times for issuance of licesnes	Soft	Productivity	FY24: M09 MAR	FY30: M12 JUN	Yes/No	0	
Consistant citizen experience		Soft	Ease of use	FY26: M08 FEB	FY30: M07 JAN	Yes/No	0	
Enhanced Security	Enhanced data security by consolidating professional licensing data	Soft	Risk reduction	FY26: M08 FEB	FY30: M07 JAN	Yes/No	0	
System Support	Reliabel and consistent vendor system support	Soft	Risk reduction	FY24: M09 MAR	FY30: M12 JUN	Yes/No	0	

Related List Title: Baseline List

Table name: planned_task_baseline

Query Condition: Top task = PRJ0011328

Sort Order: Name in ascending order

1 Baselines

▲ Name	Description
2023-10-02	Project moved from Planning to Executing.

Related List Title: Risk List
Table name: risk
Query Condition: Task = PRJ0011328
Sort Order: Number in ascending order

5 Risks

Short description	Probability	Risk status	Assigned to
Agency will not be able to operate	Low	Pending	
Won't be able to comply with statutory requirements	Low	Pending	
Exposing personal identifiable data	Low	Pending	
Ability for licensees to extract data from our system	Low	Pending	
Inaccurate funding estimations	Low	Pending	

Related List Title: Action List
Table name: project_action
Query Condition: Parent = PRJ0011328
Sort Order: Number in ascending order

2 Actions

▲ Number	Short description	Priority	Assigned to	State
ACT0001005	System Integration Inventory	2 - High		Work in Progress
ACT0001006	Conversion Source Inventory	2 - High		Work in Progress

Related List Title: Project Stakeholder List
Table name: pm_m2m_project_stakeholder
Query Condition: Project = PRJ0011328
Sort Order: None

5 Project Stakeholders

Number	User	Key Stakeholder Type	Function
STAK0001009	Jeff Maxon	Executive Authority	
STAK0001003	Brian Reiter	Finance Director/CFO	
STAK0001001	Alex Wong	Sponsor/Business Owner	
STAK0001005	Dana Morales	PMO Director	
STAK0001004	Tanya Heffel	IT Director/CIO	

Related List Title: Approval List

Table name: sysapproval_approver

Query Condition: Approval for = PRJ0011328

Sort Order: Order in ascending order

1 Approvals

State	Approver	Comments	Created
Approved	Jeff Maxon	2023-10-02 09:11:32 - Jeff Maxon (Comments) reply from: jeff.maxon@ks.gov Ref:MSG7221329	2023-09-25 17:11:51

Related List Title: Attachment List

Table name: sys_attachment

Query Condition: Table name = pm_project AND Table sys ID = 95b60e2e1bb8f150d16ca86ce54bcb6e OR Table name = pm_project_task AND Table sys ID in 9342e6341b4d7990d16ca86ce54bcb3, 16541f691b597d50d16ca86ce54bcb12, 1a1982811b0df990d16ca86ce54bcb8b, 2a2ec7a51bd57d50d16ca86ce54bcb37, 45c0df291b197d50d16ca86ce54bcb54, 54cb5be51bd97d50d16ca86ce54bcb3c, 54fccf211bd57d50d16ca86ce54bcb94, 64abc3e91b957d50d16ca86ce54bcb27, 65da9f251bd97d50d16ca86ce54bcb66, 7d1193e91b197d50d16ca86ce54bcb2b, [...] OR Table name = dmn_requirement AND Table sys ID in 5008c1ab1bd971508140a681f54bcb8, 6c58028d1bc9f990d16ca86ce54bcb6, 6c58028d1bc9f990d16ca86ce54bcb2, 6c58028d1bc9f990d16ca86ce54bcb8, a458028d1bc9f990d16ca86ce54bcb0, a858028d1bc9f990d16ca86ce54bcb64, b058428d1bc9f990d16ca86ce54bcb0c, f858028d1bc9f990d16ca86ce54bcbfe OR Table name = risk AND Table sys ID in 85c6a7ba1bb0f550d16ca86ce54bcb5e, 89172fba1bb0f550d16ca86ce54bcb3e, 8e47abfa1bb0f550d16ca86ce54bcb4, d5b7ab3e1bb0f550d16ca86ce54bcb92, ed77a33e1bb0f550d16ca86ce54bcb7f OR Table name = issue AND Table sys ID in OR Table name = dmn_decision AND Table sys ID in OR Table name = project_action AND Table sys ID in e26a11781bcd3990d16ca86ce54bcb46, a71b9df81bcd3990d16ca86ce54bcb4 OR Table name = project_change_request AND Table sys ID in OR Table name = sysapproval_approver AND Table sys ID in fe912b741b61f1908140a681f54bcb4c

Sort Order: Created in descending order

5 Attachments

File name	Content type	Table name	▼ Created	Created by
KITO Quarterly Oversight Fee Worksheet.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	pm_project	2023-09-25 15:54:55	cole.robison@OITS.KS.GOV
OITS_Enterprise Licensing Platform HLP.pdf	application/pdf	pm_project	2023-09-25 15:06:11	cole.robison@OITS.KS.GOV
ELP Records Retention Question.pdf	application/pdf	pm_project	2023-09-15 10:26:33	Donnita.R.Thomas@OITS.KS.GOV
Compliance Worksheet ELP.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	pm_project	2023-09-05 16:16:18	Donnita.R.Thomas@OITS.KS.GOV
Civic Platform 20.2 Accessibility Conformance Report (1).pdf	application/pdf	dmn_requirement	2023-09-05 09:14:46	Donnita.R.Thomas@OITS.KS.GOV