

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

January 18, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Department of Transportation Electronic Bridge Inspection (EBI) System project is enclosed. Shawn Brown is the primary contact for the project and can be reached at (785) 296-1382.

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 \$867,731. The quarterly KITO fee for the project will be \$2,954 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

F0826C13E7B442C...

Calvin E. Reed, Acting Secretary
Department of Transportation

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
Richard Beattie, OPC
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Shawn Brown, KDOT
Bonnie Liscek, KDOT
Megan Burton, KSHS
Ethan Anderson, KSHS
Cole Robison, OITS

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



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Calvin E. Reed, P.E., Acting Secretary

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<http://www.ksdot.org>
Laura Kelly, Governor

December 27, 2022

Jeff Maxon, Interim Chief Information Technology Officer
Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Boulevard
Building 100
Topeka, KS 66611

Dear Mr. Maxon:

The Kansas Department of Transportation (KDOT) respectfully submits the Detailed Project Plan documents for the Electronic Bridge Inspection (EBI) System project. The business objective of the EBI system is to use an electronic collection device to gather bridge inspection data in the field and to provide higher quality data to KDOT Headquarters for the National Bridge Inspection data submittal to the Federal Highway Administration. The new system will improve the accuracy and consistency of data by standardizing the collection methods and will use validations to alert user about data inconsistencies and potential errors.

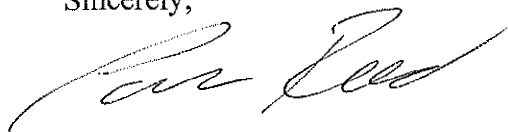
The Detailed Project Plan documents enclosed are provided in accordance with the ITEC IT Policies 2400 and 2510, and they follow the guidelines established by the Kansas Information Technology Office. The documents include:

- This Cover Letter
- State Entity Checklist for Detailed IT Project Plan
- DA518 Information Technology Request Explanation
- DA519 Information Technology Cost-Benefit Statement
- Work Breakdown Structure (WBS) with Major Milestones
- Work Product Identification (Form ITEC PM02-6)
- Architectural Statement
- Ownership of Software Code and Related Intellectual Properties
- Privacy Statement
- Security Statement
- Web Accessibility Statement and approval letter from the State Director of IT Accessibility
- Electronic Record Retention Statement and approval letter from the State Archivist
- Risk Identification Summary
- Risk Assessment Analysis (RAM)

Upon receipt of a formal written approval letter from CITO, this project will move forward with project execution activities.

Thank you for reviewing the Detailed Project Plan documentation that support this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin E. Reed". The signature is fluid and cursive, with the first name "Calvin" and last name "Reed" clearly distinguishable.

Calvin E. Reed, P.E.
Acting Secretary of Transportation

State Entity: Kansas Department of Transportation (KDOT)	Included (Y/N) If no, Explain
Project Name: Electronic Bridge Inspection (EBI) System	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
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	
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	
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	
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	
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																			
Electronic Bridge Inspection (EBI) System				2		Planning Start:		6/7/2021																	
Agency:						Execution Start:		7/3/2023																	
Kansas Department of Transportation (KDOT)						Close-Out End:		7/10/2025																	
4. Project Description and Justification:				Date Submitted:		12/23/2023																			
In the current state business flow, local and state bridge inspection data are noted on paper forms by bridge inspectors and consultants, and then a person at KDOT Headquarters or another office enters the data into the AASHTOWare BrM database. The manual data entry introduces human error into the process. These forms pass through multiple persons possession potentially leading to lost, damaged, or misplaced inspection forms.																									
The goal of the EBI system project is to implement an automated bridge inspection data collection process and to provide higher quality data to KDOT Headquarters for National Bridge Inspection (NBI) data submittal to the Federal Highway Administration (FHWA). The bridge inspection data gathering processes will be streamlined. The new system will improve the accuracy and consistency of data input into the AASHTOWare BrM database by standardizing the collection methods (i.e., requiring GPS coordinates, providing drop down lists) and will use validations to alert user about data inconsistencies and potential errors. KDOT plans to implement a review process and perform NBI checks prior to upload of data to ensure data accuracy.																									
There is opportunity for cost savings with eliminating manual data entry time (paper to computer) as well as the cost of paper and making copies. The project is included in the KDOT Three Year IT Management and Budget Plan.																									
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. The EBI system will contain data elements that meet the Federal Highway Administration data standards. EBI will be populated with National Bridge Inventory data that are specific to Kansas.																									
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.																									
During the planning stage of this project, the project team participated in a business analysis process and reviewed existing custom off-the-shelf EBI softwares and their capabilities and applications in use by other states' Departments of Transportation. The requirements and Request For Proposal for the KDOT EBI system were developed based upon KDOT's (Bureau of Local Projects, Bureau of Structures and Geotechnical Services, and Office of Information Technology Services) needs as well as the needs of the consultants and local bridge inspectors. The same group of stakeholders will be involved with the EBI project throughout the procurement process and project Execution.																									
5. Estimated Project Cost																									
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee																	
Internal Cost (Salaries)		\$46,131		<table><tr><td>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	\$2,954						
Project Value Range	Quarterly Rate																								
\$250,000	\$10,000,000	0.00350																							
\$10,000,001	Greater	0.00050																							
Infrastructure Projects		0.00035																							
Contractual Services		\$797,968																							
Commodities		\$0																							
Capital Outlay		\$0																							
Sub-Total Project Costs		\$844,099																							
Total KITO Rate Fee		\$23,632																							
Total Project Costs		\$867,731																							
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		6/7/2021		6/13/2023		\$11,696		\$198,168		\$209,864															
Execution																									
Enter "Execution" or Subproject 1 Name		7/3/2023		6/30/2025		\$31,808		\$599,800		\$631,608															
Enter Subproject 2 Name if Applicable		7/3/2023		6/30/2025				\$23,632		\$23,632															
Enter Subproject 3 Name if Applicable										\$0															
Enter Subproject 4 Name if Applicable										\$0															
Enter Subproject 5 Name if Applicable										\$0															
Enter Subproject 6 Name if Applicable										\$0															
Enter Subproject 7 Name if Applicable										\$0															
Enter Subproject 8 Name if Applicable										\$0															
Execution Sub-Total		7/3/2023		6/30/2025		\$31,808		\$623,432		\$655,240															
Close-Out		6/10/2025		7/10/2025		\$2,627		\$0		\$2,627															
Grand Internal, External, and Total Costs						\$46,131		\$821,600		\$867,731															
7. Amount by Source of Financing:																									
State Fiscal Years		1. SGF		2. State Highway Fund		3.		4.		5.		6.		7.		8.		9.		10.		11.		Total	
SFY 2021				\$209,864																				\$209,864	
SFY 2022				\$299,900																				\$299,900	
SFY 2023				\$299,900																				\$299,900	
SFY 2024				\$55,440																				\$55,440	
SFY 2025				\$2,627																				\$2,627	
SFY 2026																								\$0	
SFY 2027																								\$0	
SFY 2028																								\$0	
SFY 2029																								\$0	
SFY 2030																								\$0	
SFY 2031																								\$0	
SFY 2032																								\$0	
SFY 2033																								\$0	
Total Project Costs		\$0		\$867,731		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$867,731	
Description of funds listed above																									

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519				
1. Project Title		2. Estimated Dates		Projected Months from
Electronic Bridge Inspection (EBI) System		Planning Start:	6/7/2021	Execution to Close-Out
		Execution Start:	7/3/2023	
		Close-Out End:	7/10/2025	
		25		
3. Agency		4. Project Director/Project Manager		
Kansas Department of Transportation (KDOT)		Daniel Crosland		
5. Qualitative and Quantitative Savings Explanation				
Labor Savings & Capital Expense Reduction: The primary opportunity is for cost and time savings. Cost savings will occur with eliminating manual data entry time (paper to computer) as well as the cost of paper and making copies. It also eliminates time used to finding and correcting errors.				
Benefit to Kansas Citizen or Public: With an automated process, the data errors can be reduced, and processes can be streamlined. There is opportunity for improving the accuracy of the National Bridge Inspection (NBI) data prior to being submitted to the Federal Highway Administration (FHWA), by introducing data checks and validations into the process. Collection methods could be standardized to minimize data inconsistencies and alert users to potential errors.				
KDOT receives \$60 million of annual funding from the Federal Government to report validated inspection data concerning structures on the state and local transportation system. This funding is based upon the information reported in the annual NBI report submission. The Kansas Citizen or Public benefits by this aspect of bridge management that provides assurance of having properly maintained structures on the transportation system. It enables KDOT to be good stewards of tax payer dollars.				

6. Qualitative and Quantitative Savings Estimate														
Description of Savings		SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033
Cost Avoidance (Soft Dollars)														
Labor Savings: Manual Data Entry							\$142,572	\$142,572	\$142,572					
Labor Savings: Finding and Correcting Errors							\$35,643	\$35,643	\$35,643					
Subtotal		\$534,645	\$0	\$0	\$0	\$0	\$178,215	\$178,215	\$178,215	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)														
Capital Expense Reduction: Office Supplies							\$5,000	\$5,000	\$5,000					
Capital Expense Reduction: Photocopier Costs							\$13,800	\$13,800	\$13,800					
Subtotal		\$56,400	\$0	\$0	\$0	\$0	\$18,800	\$18,800	\$18,800	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)														
Benefit to Kansas Citizen or Public: Improved NBI Data Quality that assures Kansas receives appropriate Federal funding							\$150,000	\$150,000	\$150,000					
Subtotal		\$450,000	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$1,041,045	\$0	\$0	\$0	\$0	\$347,015	\$347,015	\$347,015	\$0	\$0	\$0	\$0	\$0
7. Summary*		SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033
Project Costs		\$867,731	\$209,864	\$299,900	\$299,900	\$55,440	\$2,627	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	\$173,314	-\$209,864	-\$299,900	-\$299,900	-\$55,440	-\$2,627	\$347,015	\$347,015	\$347,015	\$0	\$0	\$0	\$0
Cost Benefit per Month		\$41,642												
Calendar Months to Break Even		21												
8. Ongoing Cost		SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033
Operational Cost for three ensuing SFYs							\$168,000	\$168,000	\$168,000					

* 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

Project Management Plan: Work Product Identification**Project:** *KDOT EBI***Date:** *12/14/2022*

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Q3 2023			
Initialize Server Setup	7/10/2023		Hooman Parvardeh, Bridge Intelligence
Finalize Server Setup	7/17/2023		Hooman Parvardeh, Bridge Intelligence
System Component Deployment Complete	7/25/2023		Hooman Parvardeh, Bridge Intelligence
Initial Deployment Complete	8/2/2023		Hooman Parvardeh, Bridge Intelligence
Configuration Complete	8/22/2023		Hooman Parvardeh, Bridge Intelligence
ATP Dry Run – Test Set 1 (Including AMP) Complete	9/6/2023		Hooman Parvardeh, Bridge Intelligence
ATP Dry Run – Test Set 2 (Including AMP) Complete	9/20/2023		Hooman Parvardeh, Bridge Intelligence
Q4 2023			
ATP Acceptance Testing (Including AMP) Phase 1 Complete	10/4/2023		Hooman Parvardeh, Bridge Intelligence
Drafted Requirements Traceability Document	10/25/2023		Hooman Parvardeh, Bridge Intelligence
Completed Requirements Traceability Document	11/6/2023		Hooman Parvardeh, Bridge Intelligence
Drafted System Design Document	11/15/2023		Hooman Parvardeh, Bridge Intelligence
Completed System Design Document	11/21/2023		Hooman Parvardeh, Bridge Intelligence

Project Management Plan: Work Product Identification**Project:** *KDOT EBI***Date:** *12/14/2022*

Drafted Software Design Document	12/5/2023		Hooman Parvardeh, Bridge Intelligence
Completed Software Design Document	12/11/2023		Hooman Parvardeh, Bridge Intelligence
Drafted System Component ATP	12/14/2023		Hooman Parvardeh, Bridge Intelligence
Completed System Component ATP	12/18/2023		Hooman Parvardeh, Bridge Intelligence
Q1 2024			
Drafted Software ATP	1/3/2024		Hooman Parvardeh, Bridge Intelligence
Completed Software ATP	1/9/2024		Hooman Parvardeh, Bridge Intelligence
Drafted Test Plan	1/24/2024		Hooman Parvardeh, Bridge Intelligence
Completed Acceptance Test Plan	1/31/2024		Hooman Parvardeh, Bridge Intelligence
Drafted Software Test Plan	2/7/2024		Hooman Parvardeh, Bridge Intelligence
Completed Software Test Plan	2/12/2024		Hooman Parvardeh, Bridge Intelligence
Drafted Training Materials	2/26/2024		Hooman Parvardeh, Bridge Intelligence
Completed Virtual Machine Configuration & Deployment	3/19/2024		Hooman Parvardeh, Bridge Intelligence
Q2 2024			
Completed Database Configuration & Deployment	4/10/2024		Hooman Parvardeh, Bridge Intelligence

Project Management Plan: Work Product Identification**Project:** *KDOT EBI***Date:** *12/14/2022*

Completed File Storage Configuration & Deployment	4/30/2024		Hooman Parvardeh, Bridge Intelligence
Completed Firewall Setup & Configuration	5/21/2024		Hooman Parvardeh, Bridge Intelligence
Completed Configuration of the Production Environment	6/11/2024		Hooman Parvardeh, Bridge Intelligence
Q3 2024			
Completed Development of Failed Attempts Reports	7/1/2024		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Deployment Environment	7/16/2024		Hooman Parvardeh, Bridge Intelligence
Completed State Inspection PDF Reports	7/30/2024		Hooman Parvardeh, Bridge Intelligence
Completed Testing of State Inspection PDF Reports	8/9/2024		Hooman Parvardeh, Bridge Intelligence
Completed Local Inspection PDF Reports	8/23/2024		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Local Inspection PDF Reports	9/5/2024		Hooman Parvardeh, Bridge Intelligence
Completed Electronic Signature for PDF Reports	9/19/2024		Hooman Parvardeh, Bridge Intelligence
Q4 2024			
Completed Testing of Electronic Signature for PDF Reports	10/1/2024		Hooman Parvardeh, Bridge Intelligence

Project Management Plan: Work Product Identification**Project:** *KDOT EBI***Date:** *12/14/2022*

Completed Data Migration from BrM to InspectX (state)	10/15/2024		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Data Migration from BrM to InspectX (state)	10/25/2024		Hooman Parvardeh, Bridge Intelligence
Completed Data Migration from BrM to InspectX (local)	11/8/2024		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Data Migration from BrM to InspectX (local)	11/21/2024		Hooman Parvardeh, Bridge Intelligence
Completed Integration of InspectX to BrM (state)	12/9/2024		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Integration of InspectX to BrM (state)	12/19/2024		Hooman Parvardeh, Bridge Intelligence
Q1 2025			
Completed Integration of InspectX to BrM (local)	1/6/2025		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Integration of InspectX to BrM (local)	1/21/2025		Hooman Parvardeh, Bridge Intelligence
Completed Data Push to InspectX (state)	2/4/2025		Hooman Parvardeh, Bridge Intelligence
Completed Testing of Data Push to InspectX (state)	2/18/2025		Hooman Parvardeh, Bridge Intelligence
Completed Data Push to InspectX (local)	3/4/2025		Hooman Parvardeh, Bridge Intelligence

Project Management Plan: Work Product Identification**Project: KDOT EBI****Date: 12/14/2022**

Completed Testing of Data Push to InspectX (local)	3/18/2025		Hooman Parvardeh, Bridge Intelligence
Q2 2025			
Unit Testing Phase 1 Complete	4/1/2025		Hooman Parvardeh, Bridge Intelligence
Unit Testing Phase 2 Complete	4/9/2025		Hooman Parvardeh, Bridge Intelligence
Individual Feature Testing Completed	4/17/2025		Hooman Parvardeh, Bridge Intelligence
Integration Testing Phase 1 Complete	4/25/2025		Hooman Parvardeh, Bridge Intelligence
Integration Testing Phase 2 Complete	5/5/2025		Hooman Parvardeh, Bridge Intelligence

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
0	Electronic Bridge Inspection Project Plan	1038 day	5,109.64 ...	Mon 6/7/21	Thu 7/10/25			No
1	Project Management	693 days	576 hrs	Tue 11/30/21	Tue 8/20/24			No
75	Project Planning	514 days	964.88 hrs	Mon 6/7/21	Tue 6/13/23			No
76	Statement of Work	58 days	37 hrs	Mon 6/7/21	Wed 8/25/21			No
77	Draft	17 days	17 hrs	Mon 6/7/21	Tue 6/29/21		Bonnie Liscek	No
78	Review	30 days	10 hrs	Wed 6/30/21	Tue 8/10/21	77	Dan Crosland[2%],Ed Lewis[2%]	No
79	Final	5 days	10 hrs	Thu 8/19/21	Wed 8/25/21	78	Bonnie Liscek[25%]	No
80	Statement of Work Complete	0 days	0 hrs	Wed 8/25/21	Wed 8/25/21	79		Yes
81	High-Level Project Plan Development	34 days	161.97 hrs	Fri 10/8/21	Mon 11/29/21			No
82	Draft WBS	6 days	28.8 hrs	Fri 10/8/21	Fri 10/15/21		Bonnie Liscek[60%]	No
83	Draft DA518	3 days	16 hrs	Mon 10/18/21	Wed 10/20/21	82	Bonnie Liscek[67%]	No
84	Draft DA519	3 days	16 hrs	Thu 10/21/21	Mon 10/25/21	83	Bonnie Liscek[67%]	No
85	Draft Statements	9 days	36 hrs	Tue 10/26/21	Fri 11/5/21	84	Bonnie Liscek	No
86	Draft Web Accessibility Statement	13 days	22.77 hrs	Tue 10/19/21	Thu 11/4/21			No
87	Evaluate Accessibility using VPAT	12 days	14.77 hrs	Tue 10/19/21	Wed 11/3/21		Bonnie Liscek	No
88	Develop Statement	1 day	8 hrs	Thu 11/4/21	Thu 11/4/21	87	Bonnie Liscek	No
89	Team Review of Documents	16 days	32 hrs	Fri 10/15/21	Fri 11/5/21	84	Dan Crosland[18%],Ed Lewis[18%],A	No
90	Collect Signatures	13 days	10.4 hrs	Mon 11/8/21	Mon 11/29/21	89	Bonnie Liscek[10%]	No
91	High-Level Plan Submittal	0 days	0 hrs	Mon 11/29/21	Mon 11/29/21	90		Yes
92	CITO Approval Process	2 days	17.6 hrs	Mon 11/29/21	Tue 11/30/21			No
93	CITO High-Level Plan Review	2 days	8 hrs	Mon 11/29/21	Tue 11/30/21		CITO[50%]	No
94	Revise High-Level Plan (If Required)	1 day	1.6 hrs	Tue 11/30/21	Tue 11/30/21	93	Bonnie Liscek[20%]	No
95	Resubmit to CITO	1 day	8 hrs	Tue 11/30/21	Tue 11/30/21	94	CITO	No
96	High-Level Plan Approval	0 days	0 hrs	Tue 11/30/21	Tue 11/30/21	95		Yes
97	Request for Proposal	69 days	16 hrs	Thu 8/19/21	Tue 11/30/21			No
98	Establish Selection Team and Plan	2 days	8 hrs	Thu 8/19/21	Fri 8/20/21		Bonnie Liscek[50%]	No
99	CITO Review of RFP	20 days	8 hrs	Fri 10/8/21	Thu 11/4/21	98	CITO[3%]	No
100	CITO Approval of RFP	0 days	0 hrs	Tue 11/30/21	Tue 11/30/21	99		Yes
101	Procurement Process	265 days	273.11 hrs	Wed 8/25/21	Fri 9/9/22			No
102	Finalize RFP Package with DoA	16 days	19.2 hrs	Wed 8/25/21	Thu 9/16/21	100	Todd Herman[15%]	No
103	Proposal Submittal	46 days	32 hrs	Thu 9/16/21	Fri 11/19/21			No
104	Advertise RFP	0 days	0 hrs	Thu 9/16/21	Thu 9/16/21	102	DOA	Yes
105	Prepare and conduct Pre-proposal Meeting	14 days	16 hrs	Fri 9/17/21	Wed 10/6/21	104	Bonnie Liscek[14%]	No
106	Respond to Vendor Questions	6.31 days	8 hrs	Thu 10/7/21	Fri 10/15/21	105	Dan Crosland,Ed Lewis,Bonnie Liscek	No
107	Selection Team Coordination	24 days	8 hrs	Fri 10/15/21	Fri 11/19/21	106	Bonnie Liscek	No
108	Vendor Proposals Submitted	0 days	0 hrs	Fri 11/19/21	Fri 11/19/21	107		Yes
109	Proposal Evaluation	150 days	197.91 hrs	Tue 11/30/21	Wed 6/29/22			No
110	Technical Proposal Evaluation	22 days	41.41 hrs	Tue 11/30/21	Wed 12/29/21	108	Dan Crosland[12%],Ed Lewis[12%]	No
111	Select Shortlisted Vendors Complete	0 days	0 hrs	Wed 12/29/21	Wed 12/29/21	110		Yes
112	Software demonstrations	5 days	4.5 hrs	Mon 1/24/22	Fri 1/28/22	111FS+16 days		No
113	Provide Sandbox Demonstrations	32 days	80 hrs	Fri 3/18/22	Mon 5/2/22	112	Vendor[4%],Dan Crosland[14%],Ed L	No
114	Interview Shortlisted Vendors	5 days	24 hrs	Tue 5/3/22	Mon 5/9/22	113	Dan Crosland[15%],Ed Lewis[15%],B	No
115	Cost Proposal Evaluation	10 days	32 hrs	Tue 5/10/22	Mon 5/23/22	114	Dan Crosland[20%],Todd Herman[2C	No
116	Resubmit CITO	20 days	8 hrs	Fri 5/20/22	Fri 6/17/22	115	CITO	No
117	DOA Contacts Selected Vendor	3 days	8 hrs	Mon 6/27/22	Wed 6/29/22	116	DOA[33%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
118	Announce Bid Winner	0 days	0 hrs	Wed 6/29/22	Wed 6/29/22	117		Yes
119	Contract Award	50 days	24 hrs	Thu 6/30/22	Fri 9/9/22			No
120	Contract Negotiations	34 days	16 hrs	Thu 6/30/22	Wed 8/17/22	96,118	Dan Crosland[2%],Todd Herman[2%]	No
121	Complete Legal Review of Contract	16 days	8 hrs	Thu 8/18/22	Fri 9/9/22	120	Legal[6%]	No
122	Award Contract	0 days	0 hrs	Fri 9/9/22	Fri 9/9/22	121		Yes
123	Contract Executed	0 days	0 hrs	Fri 9/9/22	Fri 9/9/22	122		Yes
124	Kickoff Meeting	1 day	8 hrs	Thu 10/6/22	Thu 10/6/22	123	Bonnie Liscek	No
125	Documentation - Base System	74 days	81.33 hrs	Fri 10/7/22	Tue 1/24/23			No
126	Detailed Project Plan	52 days	48 hrs	Fri 10/7/22	Thu 12/22/22			No
127	Revise High-Level Statements	8 days	24 hrs	Fri 10/7/22	Tue 10/18/22	124	Bonnie Liscek[38%]	No
128	Team Review/Update High-Level Statements	0 days	0 hrs	Wed 10/19/22	Wed 10/19/22	127		Yes
129	Develop New Documents	7 days	8 hrs	Wed 10/19/22	Thu 10/27/22	128	Bonnie Liscek[14%]	No
130	Team Review/Update New Documents	0 days	0 hrs	Fri 10/28/22	Fri 10/28/22	129		Yes
131	Team Review of All Documents	2 days	8 hrs	Thu 12/15/22	Fri 12/16/22	129	Bonnie Liscek[50%]	No
132	Collect Signatures	4 days	8 hrs	Mon 12/19/22	Thu 12/22/22	131	Bonnie Liscek[25%]	No
133	CITO Approval Process	22 days	33.33 hrs	Fri 12/23/22	Tue 1/24/23			No
134	CITO Detailed Plan Review	15 days	12 hrs	Fri 12/23/22	Thu 1/12/23	132	CITO[10%]	No
135	Revise Detailed Plan (If Necessary)	5 days	13.33 hrs	Fri 1/13/23	Fri 1/20/23	134	Bonnie Liscek[33%]	No
136	Resubmit to CITO	2 days	8 hrs	Mon 1/23/23	Tue 1/24/23	135	CITO[50%]	No
137	Detailed Project Plan Complete	0 days	0 hrs	Tue 1/24/23	Tue 1/24/23	136		Yes
138	Project Design	115 days	369.87 hrs	Mon 1/2/23	Tue 6/13/23			No
139	Draft Requirement Traceability	10 days	35 hrs	Mon 1/2/23	Fri 1/13/23		Vendor[44%]	No
140	Requirement Traceability Draft Complete	0 days	0 hrs	Fri 1/13/23	Fri 1/13/23	139		Yes
141	Review and Finalize Traceability Document	8 days	24 hrs	Tue 1/17/23	Thu 1/26/23	139	Dan Crosland[38%]	No
142	Requirements Traceability Document Complete	0 days	0 hrs	Thu 1/26/23	Thu 1/26/23	141		Yes
143	Draft System Design	7 days	20 hrs	Fri 1/27/23	Mon 2/6/23	141	Vendor[36%]	No
144	System Design Draft Complete	0 days	0 hrs	Mon 2/6/23	Mon 2/6/23	143		Yes
145	Review Data Retention With State Historical Society	2 days	8 hrs	Tue 2/7/23	Wed 2/8/23	143	Bonnie Liscek[50%]	No
146	Review and Finalize System Design	5 days	20 hrs	Thu 2/9/23	Wed 2/15/23	145	Dan Crosland[50%]	No
147	System Design Complete	0 days	0 hrs	Wed 2/15/23	Wed 2/15/23	146		Yes
148	Draft Software Design	8 days	25 hrs	Thu 2/16/23	Mon 2/27/23	146	Vendor[39%]	No
149	Software Design Draft Complete	0 days	0 hrs	Mon 2/27/23	Mon 2/27/23	148		Yes
150	Review and Finalize Software Design	8 days	20 hrs	Tue 2/28/23	Thu 3/9/23	148	Dan Crosland[31%]	No
151	Software Design Complete	0 days	0 hrs	Thu 3/9/23	Thu 3/9/23	150		Yes
152	ATP Test Plans - Phase 1	26 days	86 hrs	Fri 3/10/23	Fri 4/14/23			No
153	Draft System Component ATP	3 days	8 hrs	Fri 3/10/23	Tue 3/14/23	150	Vendor[33%]	No
154	System Component ATP Draft Complete	0 days	0 hrs	Tue 3/14/23	Tue 3/14/23	153		Yes
155	Review and Finalize Component ATP	3 days	8 hrs	Wed 3/15/23	Fri 3/17/23	153	Dan Crosland[33%]	No
156	System Component ATP Complete	0 days	0 hrs	Fri 3/17/23	Fri 3/17/23	155		Yes
157	Draft Software ATP (Including AMP)	10 days	35 hrs	Mon 3/20/23	Fri 3/31/23	155	Vendor[44%]	No
158	Draft Software ATP Complete	0 days	0 hrs	Fri 3/31/23	Fri 3/31/23	157		Yes
159	Review and Finalize Software ATP (Including AMP)	10 days	35 hrs	Mon 4/3/23	Fri 4/14/23	157	Dan Crosland[44%]	No
160	ATP Test Plans - Phase 1 Complete	0 days	0 hrs	Fri 4/14/23	Fri 4/14/23	159		Yes
161	Draft Software Test Plan	5 days	16 hrs	Mon 4/17/23	Fri 4/21/23	160	Vendor	No
162	Software Test Plan Draft Complete	0 days	0 hrs	Fri 4/21/23	Fri 4/21/23	161		Yes
163	Review and Finalize Software Test Plan	4 days	12.8 hrs	Mon 4/24/23	Thu 4/27/23	161	Dan Crosland	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
164	Software Test Plan Complete	0 days	0 hrs	Thu 4/27/23	Thu 4/27/23	163		Yes
165	Draft Deployment Transition Plan	5 days	16 hrs	Fri 4/28/23	Thu 5/4/23	164	Vendor[40%]	No
166	Deployment Transition Plan Draft Complete	0 days	0 hrs	Thu 5/4/23	Thu 5/4/23	165		Yes
167	Review and Finalize Deployment Transition Plan	4 days	12.8 hrs	Fri 5/5/23	Wed 5/10/23	165	Dan Crosland[40%]	No
168	Deployment Transition Plan Complete	0 days	0 hrs	Wed 5/10/23	Wed 5/10/23	167		Yes
169	Draft Operations Support Plan	5 days	16 hrs	Thu 5/11/23	Wed 5/17/23	168	Vendor[40%]	No
170	Operatians Support Plan Draft Complete	0 days	0 hrs	Wed 5/17/23	Wed 5/17/23	169		Yes
171	Review and Finalize Operations Support Plan	4 days	12.8 hrs	Thu 5/18/23	Tue 5/23/23	169	Dan Crosland[40%]	No
172	Operations Support Plan Complete	0 days	0 hrs	Tue 5/23/23	Tue 5/23/23	171		Yes
173	Draft Security Plan	5 days	16 hrs	Wed 5/24/23	Wed 5/31/23	172	Vendor[40%]	No
174	Security Plan Draft Complete	0 days	0 hrs	Wed 5/31/23	Wed 5/31/23	173		Yes
175	Review and Finalize Security Plan	4 days	12.8 hrs	Thu 6/1/23	Tue 6/6/23	173	Dan Crosland[40%]	No
176	Security Plan Complete	0 days	0 hrs	Tue 6/6/23	Tue 6/6/23	175		Yes
177	Draft Training Materials	3 days	10 hrs	Wed 6/7/23	Fri 6/9/23	175	Vendor[42%]	No
178	Training Materials Draft Complete	0 days	0 hrs	Fri 6/9/23	Fri 6/9/23	177		Yes
179	Review and Finalize Training Materials	2 days	6.67 hrs	Mon 6/12/23	Tue 6/13/23	177	Dan Crosland[42%]	No
180	Training Materials Complete	0 days	0 hrs	Tue 6/13/23	Tue 6/13/23	179		Yes
181	Finalize Base System Documentation	0 days	0 hrs	Tue 6/13/23	Tue 6/13/23	179		Yes
182	Project Execution	504 days	3,392.76 hrs	Mon 7/3/23	Mon 6/30/25			No
183	Base System Deployment	71 days	400 hrs	Mon 7/3/23	Wed 10/11/23			No
184	Pre-deployment	16 days	36 hrs	Mon 7/3/23	Tue 7/25/23			No
185	Initialize Server Setup	5 days	8 hrs	Mon 7/3/23	Mon 7/10/23	181	Vendor[20%]	No
186	Intialize Server Setup Complete	0 days	0 hrs	Mon 7/10/23	Mon 7/10/23	185		Yes
187	Finalize Server Setup	5 days	8 hrs	Tue 7/11/23	Mon 7/17/23	185	Vendor[20%]	No
188	Final Server Setup Complete	0 days	0 hrs	Mon 7/17/23	Mon 7/17/23	187		Yes
189	Component Testing (e.g., Field Devices)	6 days	20 hrs	Tue 7/18/23	Tue 7/25/23	187	Vendor[42%]	No
190	System Component Deployment Complete	0 days	0 hrs	Tue 7/25/23	Tue 7/25/23	189		Yes
191	System Component Deployment	0 days	0 hrs	Tue 7/25/23	Tue 7/25/23	189		Yes
192	Phase 1 Deployment	50 days	284 hrs	Wed 7/26/23	Wed 10/4/23			No
193	Initial Deployment	6 days	20 hrs	Wed 7/26/23	Wed 8/2/23	191	Vendor[42%]	No
194	Initial Deployment Complete	0 days	0 hrs	Wed 8/2/23	Wed 8/2/23	193		Yes
195	Configuration	10 days	16 hrs	Thu 8/3/23	Wed 8/16/23	193	Vendor[20%]	No
196	Finalize Configuration	4 days	8 hrs	Thu 8/17/23	Tue 8/22/23	195	Vendor[25%]	No
197	Configuration Complete	0 days	0 hrs	Tue 8/22/23	Tue 8/22/23	196	Vendor	Yes
198	Acceptance Testing - Phase 1	30 days	240 hrs	Wed 8/23/23	Wed 10/4/23			No
199	ATP Dry Run - Test Set 1 (Including AMP)	10 days	80 hrs	Wed 8/23/23	Wed 9/6/23	197	Vendor	No
200	Test Set 1 Complete	0 days	0 hrs	Wed 9/6/23	Wed 9/6/23	199		Yes
201	ATP Dry Run - Test Set 2 (Including AMP)	10 days	80 hrs	Thu 9/7/23	Wed 9/20/23	199	Vendor	No
202	Test Set 2 Complete	0 days	0 hrs	Wed 9/20/23	Wed 9/20/23	201		Yes
203	ATP Acceptance Testing (Including AMP)	10 days	80 hrs	Thu 9/21/23	Wed 10/4/23	201	Vendor	No
204	Acceptance Testing - Phase 1 Complete	0 days	0 hrs	Wed 10/4/23	Wed 10/4/23	203		Yes
205	Base Software Deployment	0 days	0 hrs	Wed 10/4/23	Wed 10/4/23	204		Yes
206	Training	5 days	80 hrs	Thu 10/5/23	Wed 10/11/23	205	Dan Crosland,Ed Lewis	No
207	Custom Software Deployment	418 days	2,864.76 hrs	Thu 10/12/23	Mon 6/9/25			No
208	Documentation - Custom Software	97 days	328.76 hrs	Thu 10/12/23	Fri 3/1/24			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
209	Draft Requirement Traceability	10 days	40 hrs	Thu 10/12/23	Wed 10/25/23	206	Vendor[50%]	No
210	Draft Requirements Traceability Complete	0 days	0 hrs	Wed 10/25/23	Wed 10/25/23	209		Yes
211	Review and Finalize Requirements Traceability	8 days	20 hrs	Thu 10/26/23	Mon 11/6/23	209	Dan Crosland[31%]	No
212	Requirements Traceability Document Complete	0 days	0 hrs	Mon 11/6/23	Mon 11/6/23	211		Yes
213	Draft System Design	7 days	20 hrs	Tue 11/7/23	Wed 11/15/23	212	Vendor[36%]	No
214	Draft System Design Complete	0 days	0 hrs	Wed 11/15/23	Wed 11/15/23	213		Yes
215	Review and Finalize System Design	4 days	11.43 hrs	Thu 11/16/23	Tue 11/21/23	213	Dan Crosland[36%]	No
216	System Design Document Complete	0 days	0 hrs	Tue 11/21/23	Tue 11/21/23	215		Yes
217	Draft Software Design	8 days	25 hrs	Wed 11/22/23	Tue 12/5/23	216	Vendor[39%]	No
218	Draft Software Design Complete	0 days	0 hrs	Tue 12/5/23	Tue 12/5/23	217		Yes
219	Review and Finalize Software Design	4 days	10 hrs	Wed 12/6/23	Mon 12/11/23	217	Dan Crosland[31%]	No
220	Software Design Document Complete	0 days	0 hrs	Mon 12/11/23	Mon 12/11/23	219		Yes
221	Draft System Component ATP	3 days	8 hrs	Tue 12/12/23	Thu 12/14/23	220	Vendor[33%]	No
222	Draft System Component ATP Complete	0 days	0 hrs	Thu 12/14/23	Thu 12/14/23	221		Yes
223	Review and Finalize System Component ATP	2 days	5.33 hrs	Fri 12/15/23	Mon 12/18/23	221	Dan Crosland[33%]	No
224	System Component ATP Complete	0 days	0 hrs	Mon 12/18/23	Mon 12/18/23	223		Yes
225	Draft Software ATP	10 days	35 hrs	Tue 12/19/23	Wed 1/3/24	223	Vendor[44%]	No
226	Draft Software ATP Complete	0 days	0 hrs	Wed 1/3/24	Wed 1/3/24	225		Yes
227	Review and Finalize Software ATP	4 days	14 hrs	Thu 1/4/24	Tue 1/9/24	225	Dan Crosland[44%]	No
228	Software ATP Complete	0 days	0 hrs	Tue 1/9/24	Tue 1/9/24	227		Yes
229	ATP Test Plan - Phase 2	15 days	92 hrs	Wed 1/10/24	Wed 1/31/24			No
230	Draft Test Plan (Including AMP)	10 days	60 hrs	Wed 1/10/24	Wed 1/24/24	227	Vendor[75%]	No
231	Test Plan Draft Complete	0 days	0 hrs	Wed 1/24/24	Wed 1/24/24	230		Yes
232	Review and Finalize Test Plan (Including AMP)	4 days	32 hrs	Thu 1/25/24	Wed 1/31/24	230	Dan Crosland	No
233	Acceptance Test Plans (Including AMP) Complete	0 days	0 hrs	Wed 1/31/24	Wed 1/31/24	232		Yes
234	Draft Software Test Plan	5 days	16 hrs	Thu 2/1/24	Wed 2/7/24	233	Vendor	No
235	Software Test Plan Draft Complete	0 days	0 hrs	Wed 2/7/24	Wed 2/7/24	234		Yes
236	Review and Finalize Software Test Plan	3 days	9.6 hrs	Thu 2/8/24	Mon 2/12/24	234	Dan Crosland	No
237	Software Test Plan Complete	0 days	0 hrs	Mon 2/12/24	Mon 2/12/24	236		Yes
238	Draft Training Materials	10 days	16 hrs	Tue 2/13/24	Mon 2/26/24	237	Vendor[20%]	No
239	Training Materials Draft Complete	0 days	0 hrs	Mon 2/26/24	Mon 2/26/24	238		Yes
240	Review and Finalize Training Materials	4 days	6.4 hrs	Tue 2/27/24	Fri 3/1/24	238	Dan Crosland[20%]	No
241	Custom Software Documentation Complete	0 days	0 hrs	Fri 3/1/24	Fri 3/1/24	240		Yes
242	Phase 2 Development, Deployment & Testing	263 days	2,104 hrs	Mon 3/4/24	Tue 3/18/25	241		No
243	Deployment & Configuration of Production Environment	95 days	760 hrs	Mon 3/4/24	Tue 7/16/24			No
244	Virtual Machine Configuration	8 days	64 hrs	Mon 3/4/24	Wed 3/13/24	240	Vendor	No
245	Virtual Machine Deployment	4 days	32 hrs	Thu 3/14/24	Tue 3/19/24	244	Vendor	No
246	Completed Virtual Machine Configuration & Deployment	0 days	0 hrs	Tue 3/19/24	Tue 3/19/24	245		Yes
247	Database Configuration	10 days	80 hrs	Wed 3/20/24	Tue 4/2/24	245	Vendor	No
248	Database Deployment	6 days	48 hrs	Wed 4/3/24	Wed 4/10/24	247	Vendor	No
249	Completed Database Configuration & Deployment	0 days	0 hrs	Wed 4/10/24	Wed 4/10/24	248		Yes
250	File Storage Configuration	10 days	80 hrs	Thu 4/11/24	Wed 4/24/24	248	Vendor	No
251	File Storage Deployment	4 days	32 hrs	Thu 4/25/24	Tue 4/30/24	250	Vendor	No
252	Completed File Storage Configuration & Deployment	0 days	0 hrs	Tue 4/30/24	Tue 4/30/24	251		Yes
253	Firewall Set Up	10 days	80 hrs	Wed 5/1/24	Tue 5/14/24	251	Vendor	No
254	Firewall Configuration	5 days	40 hrs	Wed 5/15/24	Tue 5/21/24	253	Vendor	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
255	Completed Firewall Set Up & Configuration	0 days	0 hrs	Tue 5/21/24	Tue 5/21/24	254		Yes
256	Configuration of the Production Environment Part A	10 days	80 hrs	Wed 5/22/24	Wed 6/5/24	254	Vendor	No
257	Configuration of the Production Environment Part B	4 days	32 hrs	Thu 6/6/24	Tue 6/11/24	256	Vendor	No
258	Completed Configuration of the Production Environment	0 days	0 hrs	Tue 6/11/24	Tue 6/11/24	257		Yes
259	Development of Failed Attempts Reports Part A	10 days	80 hrs	Wed 6/12/24	Tue 6/25/24	257	Vendor	No
260	Development of Failed Attempts Reports Part B	4 days	32 hrs	Wed 6/26/24	Mon 7/1/24	259	Vendor	No
261	Completed Development of Failed Attempts Reports	0 days	0 hrs	Mon 7/1/24	Mon 7/1/24	260		Yes
262	Testing of Deployemnt Environment	10 days	80 hrs	Tue 7/2/24	Tue 7/16/24	260	Vendor	No
263	Completed Testing of Deployemnt Environment	0 days	0 hrs	Tue 7/16/24	Tue 7/16/24	262		Yes
264	Development of PDF Forms	54 days	432 hrs	Wed 7/17/24	Tue 10/1/24	262		No
265	Development of State Inspection PDF Reports	10 days	80 hrs	Wed 7/17/24	Tue 7/30/24	262	Vendor	No
266	Completed State Inspection PDF Repots	0 days	0 hrs	Tue 7/30/24	Tue 7/30/24	265		Yes
267	Testing of State Routine Inspection PDF Reports	8 days	64 hrs	Wed 7/31/24	Fri 8/9/24	265	Vendor	No
268	Completed Testing of State Inspection PDF Repots	0 days	0 hrs	Fri 8/9/24	Fri 8/9/24	267		Yes
269	Development of Local Inspection PDF Reports	10 days	80 hrs	Mon 8/12/24	Fri 8/23/24	267	Vendor	No
270	Completed Local Inspections PDF Reports	0 days	0 hrs	Fri 8/23/24	Fri 8/23/24	269		Yes
271	Testing of Local Inspection PDF Reports	8 days	64 hrs	Mon 8/26/24	Thu 9/5/24	269	Vendor	No
272	Completed Testing of Local Inspections PDF Reports	0 days	0 hrs	Thu 9/5/24	Thu 9/5/24	271		Yes
273	Electronic Signatue for PDF Reports	10 days	80 hrs	Fri 9/6/24	Thu 9/19/24	271	Vendor	No
274	Completed Electronic Signature for PDF Reports	0 days	0 hrs	Thu 9/19/24	Thu 9/19/24	273		Yes
275	Test of Electronic Signature for PDF Reports	8 days	64 hrs	Fri 9/20/24	Tue 10/1/24	273	Vendor	No
276	Completed Testing of Electronic Signature for PDF Reports	0 days	0 hrs	Tue 10/1/24	Tue 10/1/24	275		Yes
277	BrM Integration & Data Migration	114 days	912 hrs	Wed 10/2/24	Tue 3/18/25	275		No
278	Data Migration from BrM to InspectX (state)	10 days	80 hrs	Wed 10/2/24	Tue 10/15/24		Vendor	No
279	Completed Data Migration from BrM to InspectX (state)	0 days	0 hrs	Tue 10/15/24	Tue 10/15/24	278		Yes
280	Testing of Data Migration from BrM to InspectX (state)	8 days	64 hrs	Wed 10/16/24	Fri 10/25/24	278	Vendor	No
281	Completed Testing of Data Migration from BrM to InspectX (state)	0 days	0 hrs	Fri 10/25/24	Fri 10/25/24	280		Yes
282	Data Migration from BrM to InspectX (local)	10 days	80 hrs	Mon 10/28/24	Fri 11/8/24	280	Vendor	No
283	Completed Data Migration from BrM to InspectX (local)	0 days	0 hrs	Fri 11/8/24	Fri 11/8/24	282		Yes
284	Testing of Data Migration from BrM to InspectX (local)	8 days	64 hrs	Tue 11/12/24	Thu 11/21/24	282	Vendor	No
285	Completed Testing of Data Migration from BrM to InspectX (local)	0 days	0 hrs	Thu 11/21/24	Thu 11/21/24	284		Yes
286	Integration of InspectX to BrM (state)	10 days	80 hrs	Mon 11/25/24	Mon 12/9/24	284	Vendor	No
287	Completed Integration of InspectX to BrM (state)	0 days	0 hrs	Mon 12/9/24	Mon 12/9/24	286		Yes
288	Testing of Integration of InspectX to BrM (state)	8 days	64 hrs	Tue 12/10/24	Thu 12/19/24	286	Vendor	No
289	Completed Testing of Integration of InspectX to BrM (state)	0 days	0 hrs	Thu 12/19/24	Thu 12/19/24	288		Yes
290	Integration of InspectX to BrM (local)	10 days	80 hrs	Fri 12/20/24	Mon 1/6/25	288	Vendor	No
291	Completed Integration of InspectX to BrM (local)	0 days	0 hrs	Mon 1/6/25	Mon 1/6/25	290		Yes
292	Testing of Integration of InspectX to BrM (local)	10 days	80 hrs	Tue 1/7/25	Tue 1/21/25	290	Vendor	No
293	Completed Testing Integration of InspectX to BrM (local)	0 days	0 hrs	Tue 1/21/25	Tue 1/21/25	292		Yes
294	Data Push to InspectX (state)	10 days	80 hrs	Wed 1/22/25	Tue 2/4/25	292	Vendor	No
295	Completed Data Push to InspectX (state)	0 days	0 hrs	Tue 2/4/25	Tue 2/4/25	294		Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
296	Testing of Data Push to InspectX (state)	10 days	80 hrs	Wed 2/5/25	Tue 2/18/25	294	Vendor	No
297	Completed Testing of Data Push to InspectX (state)	0 days	0 hrs	Tue 2/18/25	Tue 2/18/25	296		Yes
298	Data Push to InspectX (local)	10 days	80 hrs	Wed 2/19/25	Tue 3/4/25	296	Vendor	No
299	Completed Data Push to InspectX (local)	0 days	0 hrs	Tue 3/4/25	Tue 3/4/25	298		Yes
300	Testing of Data Push to InspectX (local)	10 days	80 hrs	Wed 3/5/25	Tue 3/18/25	298	Vendor	No
301	Completed Testing of Data Push to InspectX (local)	0 days	0 hrs	Tue 3/18/25	Tue 3/18/25	300		Yes
302	Final Testing	48 days	384 hrs	Tue 3/25/25	Fri 5/30/25			No
303	Unit Testing Phase 1	6 days	48 hrs	Tue 3/25/25	Tue 4/1/25	300	Vendor	No
304	Unit Testing Phase 1 Complete	0 days	0 hrs	Tue 4/1/25	Tue 4/1/25	303		Yes
305	Unit Testing Phase 2	6 days	48 hrs	Wed 4/2/25	Wed 4/9/25	303	Vendor	No
306	Unit Testing Phase 2 Complete	0 days	0 hrs	Wed 4/9/25	Wed 4/9/25	305		Yes
307	Individual Feature Testing	6 days	48 hrs	Thu 4/10/25	Thu 4/17/25	305	Vendor	No
308	Individual Feature Testing Complete	0 days	0 hrs	Thu 4/17/25	Thu 4/17/25	307		Yes
309	Integration Testing Phase 1	6 days	48 hrs	Fri 4/18/25	Fri 4/25/25	307	Vendor	No
310	Integration Testing Phase 1 Complete	0 days	0 hrs	Fri 4/25/25	Fri 4/25/25	309		Yes
311	Integration Testing Phase 2	6 days	48 hrs	Mon 4/28/25	Mon 5/5/25	309	Vendor	No
312	Integration Testing Phase 2 Complete	0 days	0 hrs	Mon 5/5/25	Mon 5/5/25	311		Yes
313	Regression Testing Phase 1	6 days	48 hrs	Tue 5/6/25	Tue 5/13/25	311	Dan Crosland	No
314	Regression Testing Phase 1 Complete	0 days	0 hrs	Tue 5/13/25	Tue 5/13/25	313		Yes
315	Regression Testing Phase 2	6 days	48 hrs	Wed 5/14/25	Wed 5/21/25	313	Dan Crosland	No
316	Regression Testing Phase 2 Complete	0 days	0 hrs	Wed 5/21/25	Wed 5/21/25	315		Yes
317	Load Testing	6 days	48 hrs	Thu 5/22/25	Fri 5/30/25	315	OITS	No
318	Load Testing Complete	0 days	0 hrs	Fri 5/30/25	Fri 5/30/25	317		Yes
319	Final Software Deployment and Integration	0 days	0 hrs	Fri 5/30/25	Fri 5/30/25	317		Yes
320	Custom Software Training	6 days	48 hrs	Mon 6/2/25	Mon 6/9/25	319		No
321	Training	6 days	48 hrs	Mon 6/2/25	Mon 6/9/25		Dan Crosland[50%],Ed Lewis[50%]	No
322	Training Complete	0 days	0 hrs	Mon 6/9/25	Mon 6/9/25	321		Yes
323	Pre-Deployment Training Complete	0 days	0 hrs	Mon 6/9/25	Mon 6/9/25	321		Yes
324	KDOT EBI Project Reporting	443 days	128 hrs	Thu 9/28/23	Mon 6/30/25			No
325	Quarterly Reporting	443 days	128 hrs	Thu 9/28/23	Mon 6/30/25			No
326	2023 Q3	2 days	16 hrs	Thu 9/28/23	Fri 9/29/23		Bonnie Liscek	No
327	2023 Q4	2 days	16 hrs	Thu 12/28/23	Fri 12/29/23		Bonnie Liscek	No
328	2024 Q1	2 days	16 hrs	Wed 3/27/24	Fri 3/29/24		Bonnie Liscek	No
329	2024 Q2	2 days	16 hrs	Thu 6/27/24	Fri 6/28/24		Bonnie Liscek	No
330	2024 Q3	2 days	16 hrs	Fri 9/27/24	Mon 9/30/24		Bonnie Liscek	No
331	2024 Q4	2 days	16 hrs	Mon 12/30/24	Tue 12/31/24		Bonnie Liscek	No
332	2025 Q1	2 days	16 hrs	Fri 3/28/25	Mon 3/31/25		Bonnie Liscek	No
333	2025 Q2	2 days	16 hrs	Fri 6/27/25	Mon 6/30/25		Bonnie Liscek	No
334	Quarterly Reporting Complete	0 days	0 hrs	Mon 3/31/25	Mon 3/31/25	332		Yes
335	Closeout	22 days	176 hrs	Tue 6/10/25	Thu 7/10/25			No
336	Assemble Evaluation Team	2 days	16 hrs	Tue 6/10/25	Wed 6/11/25	323	Dustin Whitaker	No
337	Conduct Lessons Learned Session	1 day	8 hrs	Thu 6/12/25	Thu 6/12/25	336	Dustin Whitaker	No
338	Develop Project Lessons Learned Document	2 days	16 hrs	Fri 6/13/25	Mon 6/16/25	337	Dustin Whitaker	No
339	Develop Draft CITO PIER	4 days	32 hrs	Tue 6/17/25	Fri 6/20/25	338	Dustin Whitaker	No
340	Internal Team Review of PIER	2 days	16 hrs	Mon 6/23/25	Tue 6/24/25	339	Dustin Whitaker	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
341	Revise PIER	10 days	80 hrs	Wed 6/25/25	Wed 7/9/25	340	Dustin Whitaker	No
342	Submit PIER to CITO	1 day	8 hrs	Thu 7/10/25	Thu 7/10/25	341	Dustin Whitaker	No
343	Closeout Complete	0 days	0 hrs	Thu 7/10/25	Thu 7/10/25	342		Yes

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



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

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

November 23, 2022

Secretary Julie Lorenz
Kansas Department of Transportation
700 SW Harrison Street
Topeka, KS 66603

Dear Secretary Lorenz,

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 you in your role as the Executive Branch Chief Information Technology Officer.

In compliance with this process, Bonnie Liscek, IT Project Manager, recently sent to me for review an ERRS for the Kansas Department of Transportation's Electronic Bridge Inspection (EBI) System detail-level project plan. From my review of the project plan materials, I have determined that the project will affect long-term records. Project staff have indicated their willingness to meet with State Archives staff to discuss the records management tasks associated with this project. They have included this task on the Work Breakdown Structure.

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

Sincerely,

Ethan Anderson
Government Records Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Bonnie Liscek, IT Project Manager, KDOT

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



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oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

December 21, 2022

Julie Lorenz, Secretary
Department of Transportation
700 SW Harrison St., Dwight D. Eisenhower State Office Building
Topeka, KS 66603-3745

Dear Sec. Lorenz:

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 Bonnie Liscek an Accessibility Statement for the Electronic Bridge Inspection (EBI) System 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 to the extent possible, with some possible exceptions related to map-based user interface elements. Verification of overall compliance for the project will occur according to the following WBS tasks:

- 2.8.14
- 2.8.14.1
- 2.8.14.3
- 2.8.14.5
- 2.8.14.7
- 2.8.14.8
- 3.1.2.6
- 3.1.2.6.1
- 3.1.2.6.3
- 3.1.2.6.5
- 3.1.2.6.6

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

Sincerely,

DocuSigned by:
A blue ink signature of Cole D. Robison.
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Shawn Brown, Department of Transportation
Anthony Fadale, State Americans with Disabilities Act Coordinator
Bonnie Liscek, Department of Transportation
Sara Spinks, Director, Kansas Information Technology Office



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Julie L. Lorenz, Secretary
Shawn L. Brown, Chief Information Officer

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Laura Kelly, Governor

Electronic Bridge Inspection (EBI) System
Architectural Compliance Statement

Date: December 14, 2022

Reference: EBI System Project

The EBI system project management team has reviewed ITEC Policies [4010](#) and [9500](#) as these policies relate to the acquisition and development of equipment, software, communications and other technologies employed to accomplish the EBI system project.

The project management team will ensure full compliance with ITEC Policies 4010 and 9500 and does not anticipate the need for a CITA waiver from ITEC Policies.

Calvin Reed, Director
KDOT Division of Engineering and Design

12/19/2022

Date

Ed Lewis, Engineering Data Manager
KDOT Division of Engineering and Design

12/20/2022

Date

Shawn Brown, Acting Chief Information Officer
KDOT Office of Information Technology Services

12.20.22

Date

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Electronic Bridge Inspection (EBI) System
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)

Date: December 14, 2022

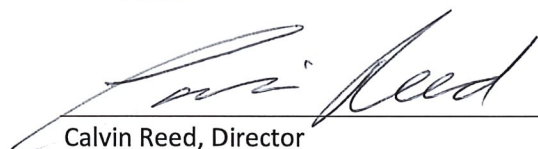
Reference: EBI System Project

Software components for the EBI system will include either vendor-specific commercial-off-the-shelf (COTS) software that will be licensed to KDOT.

As specified in the Request for Proposal, any customization code developed to satisfy Kansas requirements and paid for by Kansas will be:

- owned by the Kansas Department of Transportation if the solution is COTS.

In the implementation of the EBI system project, the Kansas Department of Transportation will comply with ITEC Policy [1500](#).


Calvin Reed, Director
KDOT Division of Engineering and Design

12/19/2022
Date


Ed Lewis, Engineering Data Manager
KDOT Division of Engineering and Design

12/20/2022
Date


Shawn Brown, Acting Chief Information Officer
KDOT Office of Information Technology Services

12-20-22
Date

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Electronic Bridge Inspection (EBI)
Privacy (The Privacy Act of 1974, Health Insurance Portability and Accountability Act 1996 (HIPPA))

Date: December 14, 2022

Reference: EBI Project

1. What information is included?

The EBI application is a mobile application that will allow for users to complete bridge inspections electronically in the field.

2. Why is it collected?

The information collected will consist of complete bridge inventory, inspection reports, photographs, sketches, and coordinates. Data is also collected for reporting and analysis purposes.

3. How will it be used?

The collected data used by the EBI application will support bridge management decisions. Data, such as images and sketches allow for inspectors to monitor bridge conditions and identify potential incidents that require management. Data is also used to make recommendations, or to identify pre-planned strategies to take to address bridge repairs.

4. Exclusion Opportunities

Because the EBI collects no information on individuals, groups or computers, the EBI does not require a means for individuals or groups to request exclusion.

5. 1974 Act Implementation

Disclaimers are included in KDOT Internet and Intranet applications that refer to agency policies regarding ownership, use and privacy of data. In addition, no information subject to the Privacy Act of 1974 will be available through the application.

6. Other Privacy Requirements

No other privacy requirements exist for the EBI project.

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7. Total Privacy Cost Estimate

Because there is no individual, group or computer data collected by the EBI, there is no privacy cost.

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Electronic Bridge Inspection (EBI) Security Statement (ITEC Policies 7230, 7300, 9500)

Date: December 14, 2022

Reference: EBI Project

The Kansas Department of Transportation (KDOT), in the implementation of the EBI application will comply with the Information Technology Executive Council's (ITEC) Policies.

End User IT Security Training

In compliance with Section 8 of Policy 7230A, KDOT provides new employees Security Awareness Training and thereafter mandates that all employees successfully complete the CBT (Computer Based Training) course on Security Awareness annually. This training was developed by the KDOT Security Officer and covers a wide variety of topics from understanding KDOT policies and procedures regarding the handling of sensitive information, to usage of software, e-mail and the Internet. This training includes a test which must be successfully passed in order for the associate to get credit for completing the course. The KDOT Security Officer annually updates and revises the content of this training.

IT Security Staff

KDOT has an IT Security Officer who is responsible for IT Security. The IT Security Officer's functions include setting the security policies and procedures, interfacing with third party groups and being the primary contact individual. The IT security team performs periodic reviews of user security, assists in special security projects and audits of systems security.

EBI Security

1. Access Management

The EBI design will include details regarding access controls and include proper placement of servers within the KANWIN network structure and in federally-certified cloud hosting. Access to EBI system data is for authorized agency personnel and personnel authorized by the agency.

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Laura Kelly, Governor

2. Authentication

Access to the system will be controlled by a login process that meets KDOT's authentication requirements. User access to the EBI will be role based and limit data and functionality access to each users' defined role.

3. Security Scan

The EBI will be designed such that all web pages it generates will be able to pass an appropriate security scan. Two cybersecurity penetration tests will be performed prior to system acceptance.

4. Data Encryption

The EBI will encrypt all account authenticators transmitted outside the KDOT firewall.

5. Security Monitoring

The EBI will provide a standard monitoring and reporting process to alert KDOT security staff regarding application issues and security events. Unsuccessful access attempts will be logged and reported. A security plan with response procedures or processes will be developed by the vendor. The vendor will work with the Office of Information Technology Services (OITS) to define the appropriate reporting thresholds.

6. Audit/Report capabilities

The EBI will contain configurable logging options, with the ability to view access logs, user and device activity logs, error reports, performance metrics, and other general application/workflow information.

The EBI will provide a standard monitoring and reporting process that will provide alerts regarding application and interface issues and security events. The incident response procedures or processes will be documented by the vendor in the Security Plan.



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December 14, 2022

Cole Robison
Director of IT Accessibility
Kansas Information Technology Office
Office of Information Technology Services
2800 SW Topeka Blvd.
Topeka KS 66612-1220

Subject: Kansas Department of Transportation Electronic Bridge Inspection (EBI) System Project – Web Accessibility Statement

Dear Cole:

The Kansas Department of Transportation (KDOT) is nearing completion of the detailed project planning phase for the EBI system project. As part of this planning process, our project team has reviewed our planned level of accessibility compliance against the most recent version of the Voluntary Product Accessibility Template (VPAT) with the accessibility that will be required of the EBI System. Please find the completed preliminary VPAT attached.

The EBI system will contain some map-based user interface elements that provide essential information about bridge locations and routes between bridges. As a result, our team has determined that the possibility exists for requesting exceptions to full compliance with ITEC IT Policy 1210. The team has determined that the process of evaluating the need for exceptions, if any, will occur after contract award so that the vendor may be involved in the assessment and the request for exception.

The detailed plan WBS includes tasks during the system testing to verify that the product meets accessibility standards. The testing will utilize the Automated Management Platform (AMP) accessibility testing tool licensed by Kansas agencies. These tasks to test accessibility are:

WBS	Task Name
2.8.14	ATP Test Plans - Phase 1
2.8.14.1	Draft System Component ATP
2.8.14.3	Review and Finalize Component ATP
2.8.14.5	Draft Software ATP (Including AMP)
2.8.14.7	Review and Finalize Software ATP (Including AMP)
2.8.14.8	ATP Test Plans - Phase 1 Complete
3.1.2.6	Acceptance Testing - Phase 1
3.1.2.6.1	ATP Dry Run - Test Set 1 (Including AMP)
3.1.2.6.3	ATP Dry Run - Test Set 2 (Including AMP)

3.1.2.6.5	ATP Acceptance Testing (Including AMP)
3.1.2.6.6	Acceptance Testing - Phase 1 Complete

Note that the EBI System will be deployed as the unmodified software provided by the vendor and then may be modified to meet KDOT's specific requirements. The Phase 1 tasks referenced above indicate the AMP testing for the unmodified software, while the Phase 2 tasks are for testing of the complete, modified solution.

Thank you in advance for your consideration of this information. Upon your review, I request a letter from your office indicating approval of our Detailed Project Plan VPAT. We will submit a copy of your letter with our Detailed Project Plan to the Kansas Office of Information Technology Services.

Sincerely,

Bonnie Liscek

Bonnie C. Liscek, MPS, PMP
IT Project Manager
Kansas Department of Transportation
Eisenhower State Office Building
700 SW Harrison Street
Topeka, Kansas 66603
785-296-1755

Electronic Bridge Inspection (EBI) System Electronic Records Retention Statement

Rev: 02-28-2019

The EBI project team has addressed each of the following items and has developed the following responses:

1. For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form.

Paper records for Bridge Inspections are being replaced as electronic records through the deployment of a new EBI System. No records will continue to exist in paper form.

2. What new business functions will be implemented?

The EBI system will replace a manual process for collecting bridge inspection data in the field, that will be reported in the annual National Bridge Inspection (NBI) report submission to the Federal Highway Administration. No new business functions are being implemented through the deployment of the EBI System project.

3. For each business function identified in 1. and 2. above, what are the legal, regulatory or operational reasons for performing it?

The Kansas Department of Transportation receives annual funding from the Federal Government to report validated inspection data concerning structures on the state and local transportation system. This funding is based upon the information reported in the annual NBI report submission. The Kansas Citizen or Public benefits by this aspect of bridge management that provides assurance of having properly maintained structures on the transportation system.

4. What legal, regulatory or operational requirements, including State Records Board approved retention schedules exist for keeping records related to each business function?

The Federal Highway Administration requires that an Official Bridge Packet must be kept for each structure. The Bridge Inspection data are kept in databases for a historical perspective.

5. Will any of the data necessary to document the business functions either be maintained in another system within the state entity or in a system outside the state entity? If so please specify.

All data needed to document the business functions of the EBI currently exists and is maintained within the state entity with established retention scheduled. Any new records generated as a result of EBI system implementation will be reviewed and discussed with the State Historical Society to

establish the necessary retention schedule. The project Work Breakdown Structure (WBS) includes the following task during the execution phase of the project.

<u>WBS</u>	<u>Task Name</u>
2.8.7	Review Data Retention with State Historical Society

6. What are the legal, regulatory or operational requirements to providing public access to the records?

The information in the new EBI system will fall within the Kansas Open Records Act (KORA)ⁱ and supporting Kansas statutes referenced in KORA.

7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentiality?

System requirements for the EBI system will require compliance with State of Kansas Information Technology Services (ITEC) Policies 7230ⁱⁱ and 7230Aⁱⁱⁱ and KDOT data security policies.

8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such records involved.

Bridge Inspection data are housed within two separate AASTHOWare Bridge Management (BrM) databases – one for Local bridges and another for State bridges. The new EBI system will only maintain the prior bridge inspection record. The historical data (that goes back to 1984 for the State bridge program and 1992 for the Local bridge program) will continue to be maintained within the two BrM databases.

9. Estimate of the three year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

There is no additional cost to address records identified in No. 8.

ⁱ Guidelines found at: [http://ag.ks.gov/docs/publications/kansas-open-records-act-\(kora\)-guidelines.PDF?sfvrsn=4](http://ag.ks.gov/docs/publications/kansas-open-records-act-(kora)-guidelines.PDF?sfvrsn=4)

ⁱⁱ ITEC Policy 7230 found at: <https://oits.ks.gov/docs/default-source/kitodocumentlibrary/ITEC-Policies/policy-7230.pdf?sfvrsn=0>

ⁱⁱⁱ ITEC Policy 7230A found at: <https://oits.ks.gov/docs/default-source/kitodocumentlibrary/ITEC-Policies/policy-7230a.pdf?sfvrsn=0>

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: December 14, 2022

Prepared by: KDOT Office Information
Technology Services

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Strategic	Low	Med	The solution will not be aligned with the overall business strategy of the Kansas Department of Transportation (KDOT).	The solution aligns with KDOT mission and goals, as well as the KDOT Budget Plan. KDOT has assigned a project manager to manage the project and to provide oversight to ensure the implementation aligns with KDOT strategic goals and project requirements.
Financial	Low	High	Financial risk could accrue to the project through: 1) lack of adequate funding; and 2) change orders and increases to vendor costs.	1. KDOT has identified a funding source for procuring the new EBI system. 2. The contract is a fixed price with a potential for milestone payments. KDOT has developed a detailed set of requirements for the new system. The selected vendor has verified their core EBI system meets the minimum mandatory requirements. All development necessary to meet mandatory and selected optional requirements will be completed during the design phase prior to execution. All development and design activities must be reviewed and accepted by KDOT prior to project execution. Milestones will be managed by the project team with all payments tied to acceptance of deliverables.

Risk Identification Summary (Top Five Risks)

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Project Management	Med	High	The project will experience unanticipated delays, miss key milestones/deliverables, and fall short of goals.	The Kansas Department of Transportation has established a detailed project schedule. The EBI system contract is structured such that the selected vendor will be responsible for accomplishing tasks in a preliminary design phase, during which a detailed project management plan (PMP) is developed in conjunction with the vendor and the KDOT Project Manager. The vendor's PMP will also contain procedures to identify issues, risks, and mitigation strategies well ahead of the time that the critical path is impacted.
Technology	Low	High	The solution will fail to meet KDOT specifications and requirements.	KDOT has surveyed other states that have deployed EBI software solutions to determine the state-of-the-art for EBI software solutions and the functionality which can be reasonably met by multiple vendors. The project team has developed a detailed set of requirements for the new system that are consistent with the current state-of-the-art. The requirements form the basis of a statement of work for this contract. The contract required the selected vendor to respond to each detailed functional requirement, both mandatory and optional, and explain how their solution will meet the requirement.

Risk Identification Summary (Top Five Risks)

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Change Management / Operational Risk	Low	Med	1) Unanticipated vendor changes lead to additional cost and schedule delays. 2) Misalignment of solution to operational requirements.	1) As noted above, the project team has developed a detailed set of requirements for the new system. This process allowed a robust, iterative approach whereby KDOT reviewed and refined the system requirements through several rounds of team reviews. Requirements were prioritized based upon needs. The selected vendors proposal identified the mandatory and optional functional requirements their EBI solutions met. The first step in the design process is to work with the selected vendor to determine the development which must occur to meet all mandatory functional requirements. Additionally, KDOT will determine which optional functional requirements not included in the vendor's COTS components will be selected for development. This will form the basis for all further design activity. 2) KDOT has assigned a Project Manager to manage the project. The project requirements will address change management and scope creep issues. Additionally, the vendor will be required to verify the EBI system meets mandatory project requirements and selected optional requirement through successful completion of acceptance tests.
KDOT Staff Turnover	High	High	Turnover in KDOT staff.	KDOT assigned an IT Project Manager, Program Project Manager, IT staff, and Business Unit staff to participate in the project throughout the Execution and Closeout Phases. The project team has enough members among which could be ready replacements for turnover.

Risk Identification Summary (Top Five Risks)

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Vendor Staff Turnover	Med	High	Turnover in contractor staff.	KDOT has requested that the vendor incur the cost of training/on-boarding new staff if staff turnover occurs.
Business Analysis Process	Low	High	Shortcutting the Business Analysis process can result in consequences contributing to increased cost and/or delay in schedule, selecting the wrong COTS solution, and possibly project failure.	There is a task for the selected vendor to verify the requirements with KDOT. The Program Project Manager held additional requirements meetings with KDOT staff to ensure that a comprehensive analysis was completed.
Federal Reporting Requirements	Low	High	KDOT's and vendor's preparedness for new Federal Reporting Requirements are inadequate.	A review of these requirements was a factor in the vendor selection. The data for federal reporting requirements are included in the vendors' COTS solutions.
BrM Database Upgrade	Med	High	Upgrade to AASHTOWare BrM database for Bureau of Local Projects unable to be completed before EBI system Execution phase. There could be increased cost and/or delay in schedule.	KDOT will outsource the BrM database upgrade to the AASHTO contractor if the existing contractor is unable to complete the work.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Department of Transportation (KDOT)

Project Name: Electronic Bridge Inspection (EBI) 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
1.0	LOW	Strategic Risk
1.0	LOW	Financial Risk
2.4	MEDIUM	Project Management Risk
1.0	LOW	Technology Risk
2.7	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.

Daniel Crosland

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

1

2

3

4

5 This is a new application that will make the inspection process more efficient and accurate
alleviating the use of paper and multiple staff performing manual data entry.

6

7

8 This application will save both time and money for KDOT and our Local partners.

9 After implementation and usage, the payback would be almost immediate.

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11 AssetIntel has deployed similar application setups for various other state DOTs.

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26 This is a new application that will make the inspection process more efficient and accurate
alleviating the use of paper and multiple staff performing manual data entry.

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33 This application will introduce a electronic data collection experience as opposed to the current
manual paper process in place.

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36 Inspectors for both KDOT and Local partners will be utilizing this application to collect bridge
inspection data.

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