

Report Title: Project Details
Run Date and Time: 07/03/2025 11:34:57 AM Central Daylight Time
Run by: Cole Robison
Table name: pm_project

Project

Initiative Name:	ACFR Consolidation Software - OAR	Number:	PRJ0021880
Initiative Acronym:		Percent complete:	0
Project manager:	Denise Herrman	State:	Pending
Status:	Green		
Most Recent Status Report:			

Description:

Implementation of software to complete consolidation of annual statewide ACFR including data tables and narrative requirements - this will come with 5 year commitment with two 3-year options for renewal.

Created by:

system

Dates

Schedule:	
Project Management Schedule	
Approved project start date:	Approved project close-out date:
Project start date: 05/29/2025 08:00:00 AM	Project close-out date: 07/16/2027 05:00:00 PM
Actual start date:	Actual end date:
Execution start date: 07/02/2025 03:02:49 PM	Execution end date: 05/25/2026 11:38:19 AM
Duration(duration): 557 Days	Actual duration(work_duration):
Planned effort:	Actual effort:
Time constraint: Start on specific date	

Details

Portfolio:	Priority:	4 - Low
Program:	Agency:	DA
Investment Class:	Impacted Agencies:	
Investment Type: Non-Infrastructure	Business Capabilities:	
Execution type: Waterfall	Impacted Business Applications:	
Demand: ACFR Consolidation Software - OAR		

Business Case

Business case:

The Office of Accounts and Reports (OAR) is statutorily responsible for the issuance of the State of Kansas Annual Comprehensive Financial Report (ACFR). Currently, an external consultant is used to assist with consolidation of the data and narrative to build the report. OAR will be issuing an RFP to acquire ACFR consolidation software to allow the majority of the data/narrative work for the ACFR to be completed in-house, reducing the need for consulting hours to complete this responsibility. Software procured for this purpose will also have the potential to increase efficiency and enhance internal capabilities for other areas of reporting required by law.

In scope:

Implementation of software to complete consolidation of annual statewide ACFR including data tables and narrative requirements

Out of scope:

Use of procured software to replace existing process for tracking and reporting federally required Schedule of Expenditures and Federal Awards (SEFA) data for the Statewide Single Audit

Development of other state agency ACFRs to meet individual agency requirements

Risk of performing:

Risk of not performing:

Enablers:

Barriers:

Assumptions:

Financials

Rate Model:

Total planned cost (minus Quarterly Oversight Fee):	\$801,640.8449	Estimated annual ongoing costs of new system:	\$130,000.00
Total planned cost:	\$816,070.38	Planned benefit:	\$25,000.00
Planned capital:	\$801,640.84	Planned return:	(\$791,070.38)
Planned operating:	\$14,429.54	Planned ROI %:	-97
Budget cost:	\$0.00	Discount Rate %:	0
Actual cost:	\$0.00	Net present value:	(\$733,070.38)
Estimate at completion:	\$0.00	Internal rate of return %:	-88.8
		Estimate to completion:	\$0.00
		Estimated life/length of Commitment (in years):	5

Explanation of cost variance:

Final RFP information caused us to revise our estimate

\$ Amount variance from demand:	\$698,922.60	% Cost variance from demand:	680.43
---------------------------------	--------------	------------------------------	--------

Assessment Data

KITO Reportable:	true	Overall Project Risk Score:	1.41
Strategic Risk:	1	Technology Risk:	1.3
Financial Risk:	1	Change Management / Operational Risk:	1
Project Management Risk:	1.9		
Demand Overall Business Risk Evaluation Score:	2	Demand Financial Risk Score:	1.3
Demand Strategic Risk Score:	3	Demand Security & Compliance Risk Score:	2
Demand Operational Risk Score:	2.5	Demand Reputational Risk Score:	2

Notes

Watch list:	Work notes list:
Work notes:	

07/02/2025 10:09:18 AM - Cole Robison (Work notes)
@Denise Herrman @Jason Marsh @Josh White

Project milestones are required to identify high priority tasks, checkpoints, and deliverables. Please enter these on the Project Tasks tab, identifying milestones.

(Please let me know when you have made these revisions, so I know when to review again. To do so, you can post a note here and "@mention" me, as I have done here to address this message to you.)

06/20/2025 03:48:29 PM - Cole Robison (Work notes)
I deleted a previously-entered expense line in an attempt to address an issue with the workflow for this project. The attached file, fm_expense_line.pdf, captures the data from this expense line entry so that it can be reentered later when needed.

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:	05/29/2025 08:00:00 AM		

Related List Title: Project Task List
Table name: pm_project_task
Query Condition: Parent = PRJ0021880
Sort Order: Planned end date in ascending order

10 Project Tasks

Number	WBS Order	Short description	Duration	Planned start date	Planned end date	Dependency	Assigned to	Milestone	State	Actual start date	Actual end date	Percent complete
PRJTASK 0062060	1	GASB 87 standard centralized lease entry interface complete	82 Days	05/29/2025 08:00:00 AM	08/19/2025 08:00:00 AM			false	Pending			0
PRJTASK 0062066	1	GASB 96 standard centralized lease entry interface complete	82 Days	05/29/2025 08:00:00 AM	08/19/2025 08:00:00 AM			false	Pending			0
PRJTASK 0062063	1	GASB 87 extension implementation complete	124 Days	05/29/2025 08:00:00 AM	09/30/2025 08:00:00 AM			false	Pending			0
PRJTASK 0062069	1	GASB 96 extension implementation complete	124 Days	05/29/2025 08:00:00 AM	09/30/2025 08:00:00 AM			false	Pending			0
PRJTASK 0062096	1	Confirmation Package prototype delivered to SOK team	236 Days	05/29/2025 08:00:00 AM	01/20/2026 08:00:00 AM			false	Pending			0
PRJTASK 0062072	1	Import ACFR data	257 Days	05/29/2025 08:00:00 AM	02/10/2026 08:00:00 AM			false	Pending			0
PRJTASK 0062101	1	Confirmation Package implementation complete and tested	285 Days	05/29/2025 08:00:00 AM	03/10/2026 08:00:00 AM			false	Pending			0
PRJTASK 0062075	1	ACFR Implementation complete and tested	320 Days	05/29/2025 08:00:00 AM	04/14/2026 08:00:00 AM			false	Pending			0

Number	WBS Order	Short description	Duration	Planned start date	▲ Planned end date	Dependency	Assigned to	Milestone	State	Actual start date	Actual end date	Percent complete
PRJTASK 0062106	1	OAR Staff training	337 Days	05/29/2025 08:00:00 AM	05/01/2026 08:00:00 AM			false	Pending			0
PRJTASK 0062117	1	After go-live support	361 Days	05/29/2025 08:00:00 AM	05/25/2026 08:00:00 AM			false	Pending			0

Related List Title: Project Task List
Table name: pm_project_task
Query Condition: Parent = PRJ0021880 AND Phase type = Agile
Sort Order: Planned end 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 = PRJ0021880
Sort Order: Number in ascending order

10 Requirements

▲ Number	Short description	Type	State	Approval
DREQ0001453	Compliance Acknowledgement	Compliance Acknowledgement	Accepted	Not Yet Requested
DREQ0001454	Demand: KITO Review	KITO Review	Accepted	Not Yet Requested
DREQ0001652	Compliance: Accessibility	Accessibility	Accepted	Approved
DREQ0001653	Compliance: Architectural	Architectural	Accepted	Approved
DREQ0001654	Compliance: Data	Data Compliance	Accepted	Approved

▲ Number	Short description	Type	State	Approval
DREQ0001655	Compliance: Intellectual Property	Intellectual Property	Accepted	Approved
DREQ0001656	Compliance: Records Retention	Records Retention	Accepted	Approved
DREQ0001657	Compliance: Security	Security	Accepted	Approved
DREQ0001658	Agency Executive Authority Approval	Agency Executive Authority Approval	Approved	Approved
DREQ0001682	Project: KITO Review	KITO Review	Accepted	Not Yet Requested

Related List Title: Resource Plan List

Table name: resource_plan

Query Condition: Top task = PRJ0021880

Sort Order: Number in ascending order

None

Related List Title: Cost Plan List

Table name: cost_plan

Query Condition: Project/Demand in (PRJ0021880, DREQ0001653, DREQ0001655, DREQ0001682, DREQ0001652, DREQ0001454, DREQ0001657, DREQ0001453, DREQ0001656, DREQ0001658), [...]

Sort Order: Name in ascending order

3 Cost Plans

▲ Name	Cost type	Start fiscal period	End fiscal period	Quantity	Unit cost	Total planned cost	Total actual cost
External consulting for project software implementation	Software Capex	FY25: M11 MAY	FY26: M11 MAY	1	\$198,075.84	198,075.84	0
Labor costs	External labor Capex	FY25: M12 JUN	FY26: M12 JUN	1	\$603,565.00	603,565	0
Quarterly Oversight Fee	Other Opex	FY26: M01 JUL	FY26: M11 MAY	4	\$3,607.38	14,429.52	0

Related List Title: Funding Source List

Table name: u_funding_source

Query Condition: Task = PRJ0021880

Sort Order: Funding Source in ascending order

2 Funding Sources

Number	Name of Fund	Type of Funding	▲ Funding Source	% of Funding	\$ Amount of Total Planned Cost	\$ Amount of Average Annual On-Going Cost of Ownership	Task
FUND0001241	Accounting services recovery fund	Fee Funding	On-Going Funding	100	\$0.00	\$130,000.00	PRJ0021880
FUND0001752	Accounting services recovery fund	Fee Funding	Project Funding	100	\$816,070.38	\$0.00	PRJ0021880

Related List Title: Benefit Plan List

Table name: benefit_plan

Query Condition: Work in (PRJ0021880, DREQ0001653, DREQ0001655, DREQ0001682, DREQ0001652, DREQ0001454, DREQ0001657, DREQ0001453, DREQ0001656, DREQ0001658), [...] AND Benefit type = Monetary benefits

Sort Order: Name in ascending order

1 Benefit Plans

▲ Name	Description	Category	Sub category	Start fiscal period	End fiscal period	Entered currency	Total planned benefit	Functional currency	Benefit in functional currency	Actual benefit
Consulting/contract savings	Savings from not needing consultants after project is complete.	Soft		FY27: M01 JUL	FY27: M12 JUN	USD	83,000	USD	83,000	0

Related List Title: Benefit Plan List

Table name: benefit_plan

Query Condition: Work in (PRJ0021880, DREQ0001653, DREQ0001655, DREQ0001682, DREQ0001652, DREQ0001454, DREQ0001657, DREQ0001453, DREQ0001656, DREQ0001658), [...] AND Benefit type = Non-monetary benefits

Sort Order: Name in ascending order

None

Related List Title: Baseline List
Table name: planned_task_baseline
Query Condition: Top task = PRJ0021880
Sort Order: Created in descending order

2 Baselines

Name	Description	▼ Created
2025-07-02	Project moved from Planning to Executing.	07/02/2025 03:02:49 PM
PRJ0021880 - DMND0001968	Created after conversion from demand	07/29/2024 09:02:51 AM

Related List Title: Risk List
Table name: risk
Query Condition: Task = PRJ0021880
Sort Order: Number in ascending order

5 Risks

Short description	Probability	Risk status	Assigned to	Mitigation plan
State of Kansas Functional Resource Availability	Moderate	Pending		Significant documentation required to complete key system configurations in the software is maintained in a shared drive and existing staff are cross-trained in key areas. In addition to relying on back-up staff, SOK has a contract with external consultants that could be used to provide additional resource expertise under existing contractual terms and hour limits.

Short description	Probability	Risk status	Assigned to	Mitigation plan
State of Kansas/External Technical Resource Availability/Complexity	Moderate	Pending		Project team will work proactively in initial planning phase to identify any technical requirements that will involve resources external to the Office of Accounts and Report and provide early notification of needs/target dates to identify and mitigate any resource restraints/concerns early in the project planning. Identification of required technical connections/conversion work will be addressed early in project planning with technical resource input from OSM/OITS/Project Vendor to ensure all requirements are identified and requested with adequate notice to minimize any risk of delay or missed requirements.
Meeting Project Timeline milestones	High	Pending		Select project milestones are 'stand-alone' project elements that can be executed end-to-end within a specified timeframe. Project planning will ensure execution of key planned project elements will be completed prior to black-out period to eliminate risk of loss of focus/re-work required to re-familiarize/pick-up project implementation/testing for a project element if set aside for an extended period of time due to black-out.

Short description	Probability	Risk status	Assigned to	Mitigation plan
Cloud Solution Fails to Meet Unique SOK Needs	Low	Pending		The selected software is currently utilized in 30+ states for this purposes so appears to be well-developed to meet state public sector needs. State of Kansas team is prepared to review/modify processes and procedures as needed to maximize delivered functionality of the software. The Office of Accounts and Reports has multiple contacts in other states who are willing to serve as resources for questions/best practices for implementation.
Change Management for Central/Agency Users	High	Pending		All central and agency staff who provide information for the ACFR will be impacted by this change. To mitigate risk and ensure a smooth transition, a change mgmt timeline will be developed which includes training of key central users and inclusion of all central users in the project development/testing/go live, vendor developed end-user training which will provide custom video-training for SOK to use for on-going training/onboarding, and completion of outreach training meetings to all agnecy contacts responsible for providing information in the new forms/formats for future ACFR data collection.

Related List Title: Project Stakeholder List
Table name: pm_m2m_project_stakeholder
Query Condition: Project = PRJ0021880
Sort Order: None

5 Project Stakeholders

Number	User	Key Stakeholder Type	Function
STAK0001582	Jason Marsh	PMO Director	
STAK0001670	Nancy Ruoff	Sponsor/Business Owner	
STAK0001740	Chris Mitchell	Finance Director/CFO	
STAK0001583	Josh White	IT Director/CIO	
STAK0001588	Adam Proffitt	Executive Authority	

Related List Title: Assessment Instance List
Table name: asmt_assessment_instance
Query Condition: Task = PRJ0021880
Sort Order: Number in ascending order

1 Assessment Instances

▲ Number	Metric type	Due date	State	Assigned to
AINST0480259	Project Risk Assessment	06/09/2026	Complete	Denise Herrman

Related List Title: Approval List
Table name: sysapproval_approver
Query Condition: Approval for = PRJ0021880
Sort Order: Created in descending order

1 Approvals

State	Approver	Comments	▼ Created
Approved	Jeff Maxon	07/02/2025 03:02:47 PM - Jeff Maxon (Comments) reply from: jeff.maxon@ks.gov Ref:MSG10912486	07/02/2025 12:35:44 PM

Related List Title: Attachment List

Table name: sys_attachment

Query Condition: Table name = pm_project AND Table sys ID = 5a5bbbf972fc61041e8b72ef053afb7 OR Table name = pm_project_task AND Table sys ID in 041f85fc1bae6ad0eac12f85624bcb5c, 064f01301bee6ad0eac12f85624bcb92, 14bec5bc1bae6ad0eac12f85624bcb02, 1c6f49301bee6ad0eac12f85624bcb2, 217f8d301bee6ad0eac12f85624bcb5d, 332095f01bee6ad0eac12f85624bcb16, 446011341bee6ad0eac12f85624bcb52, 94e05d741bee6ad0eac12f85624bcb39, 9b2f85fc1bae6ad0eac12f85624bcbac, db801d341bee6ad0eac12f85624bcb07 OR Table name = dmn_requirement AND Table sys ID in 7189d255970e26948e6cb631f053aff0, 7d891655970e26948e6cb631f053af03, 923a4d681ba2a6d0eac12f85624bcb06, a189d255970e26948e6cb631f053afc3, ba5bfbff972fc61041e8b72ef053afdd, bd891655970e26948e6cb631f053af23, f65bfbff972fc61041e8b72ef053afa7, f9891655970e26948e6cb631f053af0d, fd891655970e26948e6cb631f053af49, fd89d255970e26948e6cb631f053aff9 OR Table name = risk AND Table sys ID in 572e53e6970a261841e8b72ef053afa9, 61fe132e970a261841e8b72ef053af82, 869ed3aa970a261841e8b72ef053af2c, b4cddbe6970a261841e8b72ef053afc0, d22d9766970a261841e8b72ef053af64 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 OR Table name = project_change_request AND Table sys ID in OR Table name = sysapproval_approver AND Table sys ID in b87599b41b2662543d7ea6c4604bcb09

Sort Order: Created in descending order

1 Attachments

File name	Content type	Table name	▼ Created	Created by
fm_expense_line.pdf	application/pdf	pm_project	06/20/2025 03:48:44 PM	cole.robison@OITS.KS.GOV