BDS IT Advancement Project (ITAP)

Presented by: Ross Caron, ITAP Project Manager, and Richard Appleyard, BDS Technology Manager

Presented at: March 2013 Meeting

Presented: 3/18/2013

- Current Status

- Next Milestones

- Project Staff Resource Planning

- Project Budget Planned vs. Actual

- Project Schedule Planned vs. Actual

- Total Projected Project Cost

- Issues, Dependencies and Impacts

- Questions

- **Contract Negotiation**
  - Three Contracts in Final Review Stage by City Procurement, Attorney, and Auditor's Offices
    - Sierra Systems: System Integration and Implementation Services
    - Infor: Hansen Software Licenses and Maintenance
    - Avolve: ProjectDox Software Licenses and Maintenance
- **Project Readiness Activities**
  - Business Process Review and Improvement
  - GIS - Property Model/Addressing
  - Data Clean-up & Conversion
  - System Hosting Drivers Development
- **Stakeholder Engagement**
  - Integrating Feedback on Project Management Plan
  - On-going Project Readiness Involvement

- Sierra / City Contract Negotiations – On-going

- Contract Signing / Project Initiation – March 2013

- Phase One: April – July 2013
  - Develop Formal Project Plan
  - Develop and Install Sandbox/Training Environment

Project Staff Resource Planning

Planned FTE	Monthly Forecast	Calendar Year 2012			Calendar Year 2013			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr
1	Last	1	1	1	1	1		
	Current	1	1	1	1	1	1	1
3.5	Last	3.5	3.5	3.5	3.5	3.5		
	Current	3.5	3.5	3.5	3.5	3.5	3.5	3.5
2-5	Last	3	3	3	3	3		
	Current	3	3	3	3	3	3	3
0.5	Last	0.5	0.5	0.5	0.5	0.5		
	Current	0.5	0.5	0.5	0.5	0.5	0.5	0.5
0.75	Last	0	0	0.25	0.25	0.5		
	Current	0	0	0.75	0.75	0.75	0.75	0.75
0.5-2	Last	1	1	1	1	1		
	Current	1	1	1	1	1	1	1
TBD	Last							
	Current							

This slide is used to report the allocation of staff resources to the project over time. It conveys the position, quantity and role of the resources as well as identifies which resources are included in the project budget per criteria developed by OMF Financial Planning. Color is also used to identify any risks related to resource planning. If estimates of resource needs exceed planned resource FTE the Project Manager should identify these areas with Red fill for those cells.

ITAP Forecast vs. Actual Report

Item	Forecast October 1, 2012 through February 28, 2013	Actual thru January 31, 2013	Balance	Notes
Labor	$317,905	$240,997	$76,908	
Equipment	$0	$0	$0	
Licensing	$0	$0	$0	
Services	$51,667	$45,608	$6,059	
Other	$20,000	$4,047	$15,953	
Contingency	$77,914	$0	$77,914	
Total	$467,486	$290,652	$176,834	

BDS ITAP Milestone Based
Budget Performance – UPDATED FOR JAN 2013

Project Milestones Project Start 8/1/2011 Finish 5/29/2015 Assume a 2/29/2012 analysis date	Milestone Dates	Budget at Completion BC	Cost AC (as of 01/31/2013)	Actual Schedule Complete ASC	BPI = (AC/BC)/ ASC
Milestone 1 – Vendor contract signing/Project start date	8/1/11 – 9/30/12	$1,345,844	$908,251	100%	0.67
Mile Stone 1 - Extension	10/1/12 – 2/28/13	$467,486	$290,652	80%	0.62
Milestone 2 – Project Initiation	3/1/13 – TBD	TBD	$0	0%	0
Milestone 3 – Analysis & Specification	TBD	TBD	$0	0%	0
Milestone 4 – Initial Configuration & Testing	TBD	TBD	$0	0%	0
Milestone 5 – System Implementation & Testing	TBD	TBD	$0	0%	0
Milestone 6 – Beta Testing	TBD	TBD	$0	0%	0
Milestone 7 – Deployment / Go Live	TBD	TBD	$0	0%	0

Total Projected Project Cost

Total Projected Project Cost*				
Expenditures Line Items	**FY 2012-13**	**FY 2013-14**	**FY 2014-15**	**TOTAL**
Personnel Services (salaries and benefits)	**300,662**	**938,065**	**731,691**	**1,970,417**
External Materials and Services	**3,060,313**	**1,791,701**	**1,653,877**	**6,505,891**
Purchased Services (contracts)	2,956,980	1,691,701	1,275,043	*5,923,724*
Supplies	0	0	313,000	*313,000*
Other	103,333	100,000	65,833	*269,167*
Internal Materials and Services	**102,520**	**355,020**	**269,398**	**726,938**
BTS Services	102,520	355,020	269,398	726,938
Other	0	0	0	0
Capital Outlay	**0**	**0**	**0**	**0**
Contingency (20% of Total)	**692,699**	**616,957**	**530,993**	**1,840,649**
Interest Costs	**0**	**99,197**	**129,847**	**229,044**
TOTAL	**4,156,195**	**3,800,939**	**3,315,806**	**11,272,940**

Projected Funding Sources				
Funding Sources	**FY 2012-13**	**FY 2013-14**	**FY 2014-15**	**TOTAL**
Line of Credit	2,703,968	1,816,848	1,395,194	5,916,011
Bureau Reserves	1,452,227	1,984,091	1,920,611	5,356,929
TOTAL	**4,156,195**	**3,800,939**	**3,315,806**	**11,272,940**

* Costs presented in this table encompass time period after the vendor starts working on the project to the go-live date.

The amounts presented above are estimates and subject to change once contract is signed and project timeline is finalized

Schedule-RFP Acquisition

Milestone \ Task	Dates	Oct-12	Nov-12	Dec-11	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
RFP Evaluation-Level 2	April 11 - May 9, 2012										
RFP Evaluation-Level 3	May 10 - July 3, 2012										
RFP Evaluation-Level 4	July 4 - 17, 2012										
ITAP Pre-Planning Phase	July 17 - Oct 12, 2012	███	███	███	███	███	███				
Phase I-Initiation, Planning	Oct 15, 2012 - Feb 28, 2013	▓▓▓	▓▓▓	▓▓▓	▓▓▓	▓▓▓		███	███	███	███
Phase II-Sys Analysis, Specification	March 1 - Oct 31, 2013						███	███	███	███	███
Phase III-Initial System Configuration	Nov 1, 2013 - May 31, 2014										
Phase IV-Further Sys Implementation	June 1 - Sept 30, 2014										

Target Go Live Date   **Nov 28, 2014**

Target Completion Date   **May 29, 2015**

Legend:

Milestone tracking on schedule	
Moderate risk of schedule variance	
Known schedule variance	

3/21/2013

- **ITAP Pre-planning phase involves negotiating contract with the awarded vendor.** Delays possible due to,
  - Extended negotiations over licensing and maintenance payment schedules.
  - Potential of contract negotiation break down, having to proceed to alternate solution

- **Phase One Deliverables include Formal Project Plan and Sandbox/Training.**
  - City reserves right to discontinue contract after Phase One, which would require proceeding to an alternate solution

Questions