BDS IT Advancement Project (ITAP)

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Presented at: May 2013 Meeting

ITAP
Presentation Agenda

- Current Status
- Next Milestones
- Triple Constraint Tracking
- Project Staff Resource Planning
- Project Budget Planned vs. Actual
- Project Schedule Planned vs. Actual
- Total Projected Project Cost
- Issues, Dependencies and Impacts

ITAP
Current Status

- Contract Negotiation Moving Forward
  - In final stages of contract negotiation
  - Consolidating internal review comments received from BTS, QA Consultant (CASE Associates), City Attorney's Office and ITAP Project Management Consultant
- Project Readiness Activities Continue
  - Data Clean-up, Process Mapping, GIS Preparations and Space Planning for Vendor arrival
- Pursuing Professional Project Manager
  - Project Sponsor and Mayor's Office are adding a professional project manager to the ITAP Team to manage City ITAP resources and performance of Vendor in order to manage risks to project scope, schedule, cost and quality
  - Exploring recruitment options: Limited Term Requirement of new City employee or Contracting with Project Management Firm. Potentially pursuing both options in tandem.

ITAP
Next Milestones

- Sierra / City Contract Negotiations – Tentative Agreement Reached.
  - Week of May 13. Finalize Internal Review Comments with Vendor
  - End of May. Project Sponsor and Mayor's approval to sign contracts scheduled
- Start Recruitment of Professional Project Manager. May/June 2013
- Contract Signing / Project Initiation – May/June 2013
- Phase One: ~ June - December 2013
  - Develop Formal Project Plan
  - Develop and Install Sandbox/Training Environment

Project Triple Constraint Tracking

	Initial Estimate at TOC Intake as of date: 3/7/2012	**Planned at Baseline** date: <xx/xx/xxxx>	**Current** *(Based on Apparent Successful Vendors Best and Final Officer)* date: <March 2013>
Expected Completion	**May 29, 2015**		Summer 2015
Confidence Level	**Low** Confidence level was not formally addressed or provided at time of submission - assessed retroactively		**Medium** Project schedule will be finalized during Project Phase 1 – Formal Project Plan
Budget	**Approx. $8.2 mil** $2.75 mil in vendor services and software license costs plus $5.5 mil in City capital costs (Ordinance allowing BDS to start RFP process included $3 mil vendor service and license costs)		**Approx. $11.2 mil** $6 mil in vendor services and software license costs plus $5.2 mil in City capital costs (Vendor costs does not include approx. $1 mil for 5-years of maintenance fees or $0.8 mil in vendor support post go-live)
Confidence Level	**Low** Confidence level was not formally addressed or provided at time of submission - assessed retroactively		**High**
Scope Stability Confidence Level	**High** Confidence level was not formally addressed or provided at time of submission - assessed retroactively		**High**

BDS ITAP Budget – UPDATED FOR March 2013

ITAP Forecast vs. Actual Report

Item	Forecast March 1, 2013 through May 31, 2013*	Actual thru March 31, 2013	Balance*	Notes
Labor	$0	$51,779	$0	
Equipment	$0	$0	$0	
Licensing	$0	$0	$0	
Services	$0	$5,437	$0	
Other	$0	$3,496	$0	
Contingency	$0	$0	$0	
Total	$0	$60,712	$0	

* Milestone 1 & Milestone 1 Extension (Contract Negotiation) under budget by $552,449. Money to be used for Mile Stone – Extension II (Contact Finalization).

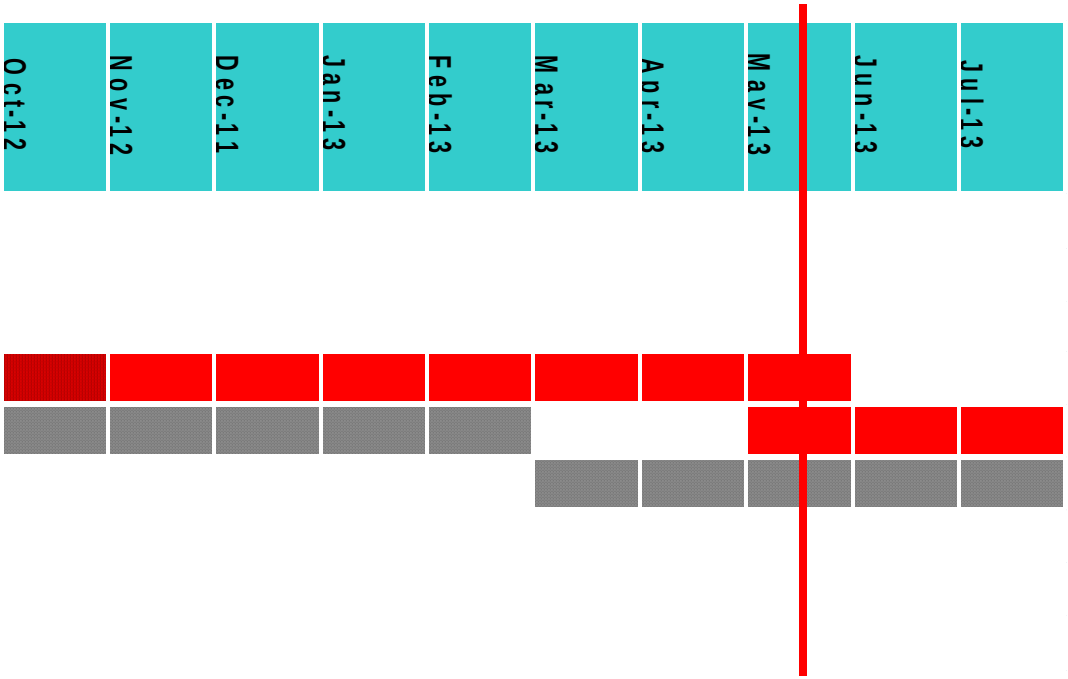
BDS ITAP Milestone Based Budget Performance – UPDATED FOR FEB 2013

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 03/31/2013)	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 (Contract Negotiation)	10/1/12 – 2/28/13	$467,486	$352,630	60%	0.55
Milestone 1 – Extension II (Contract Finalization) *	3/1/13 – 5/31/13	*	$60,712	*	*
Milestone 2 – Project Initiation	6/1/13 – 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 1 & Milestone 1 Extension (Contract Negotiation) under budget by $552,449. Money to be used for Mile Stone – Extension II (Contact Finalization).

Schedule-RFP Acquisition

Milestone \ Task	Dates
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	

Grey bar designates scheduled determined at RFP

5/21/2013

Project Staff Resource Planning

						Calendar Year 2013					
Bureau	**Position**	**Role**	**Bill time to Project**	**Planned FTE**	**Monthly Forecast**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Development Services	PM	Manages project	yes	1	Last	1	1	1	1		
					Current	1	1	1	1	1	1
Development Services	SME	Represent business and process need	yes	3.5	Last	3.5	3.5	3.5	3.5		
					Current	3.5	3.5	3.5	3.5	4	4
Development Services	BSA /Prog Analyst	Represent end users	Yes	2-5	Last	3	3	3	3		
					Current	3	3	3	3	3	3
Development Services	BDS IT Manager	Manages Tech Staff	Yes	0.5	Last	0.5	0.5	0.25	0.25		
					Current	0.5	0.5	0.5	0.5	0.5	0.5
Development Services	Project Coordinator	Project Coordination	Yes	0.75	Last	0.25	0.5	0.25	0.75		
					Current	0.75	0.75	0.75	0.75	0.75	0.75
Technology Services	BTS Staff	City tech standards interfaces	Yes	0.5-2	Last	1	1	1.5	1.5		
					Current	1	1	1	1	1	1
BDS, PBOT, BES, Water, Parks, BPS	End users	Review and input	No	TBD	Last						
					Current						
Total Staff FTE						**9.25**	**9.5**	**9.5**	**10**		

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

Issues, Dependencies and Impacts

- ITAP Pre-planning phase involves negotiating contract with the awarded vendor. Delays possible due to,
  - Extended negotiations over licensing and maintenance payment schedules.

- 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