

Session Systems Replacement Project Information Technology Planning Council Status Update

April 21, 2016

Current Status

Schedule	Off Schedule
Scope	On Target
Cost	On Budget

Activities/milestones completed since project kickoff

- Analysis of all session related “As-Is” processes documented
- New technical architecture established
- “To-Be” processes for pre-2017 session functions designed
- Integration points with other systems designed
- Conversion programs for mainframe data designed, developed and tested
- Data converted and validated from mainframe to new architecture

Activities/milestones to be completed soon

- Annotation drafting/updating went in production
- Annotation publication components in production
- Bill Draft Request components in production
- Codification components in production
- Other publication components in production (e.g., MCA, Folio, Web)
- “Big Picture” activities

Awareness items

- Project will continue beyond the 2017 session.

Scope / Schedule / Cost updates

- The application being developed for maintaining the Annotations has had higher than expected number of issues to resolve before it was stable enough for production work. Therefore the schedule has slipped in getting the Annotations created and updated for this publication cycle. Steps are being taken to stabilize this as quickly as possible.

Risks

- Top 5 Risks ([See attached page](#))

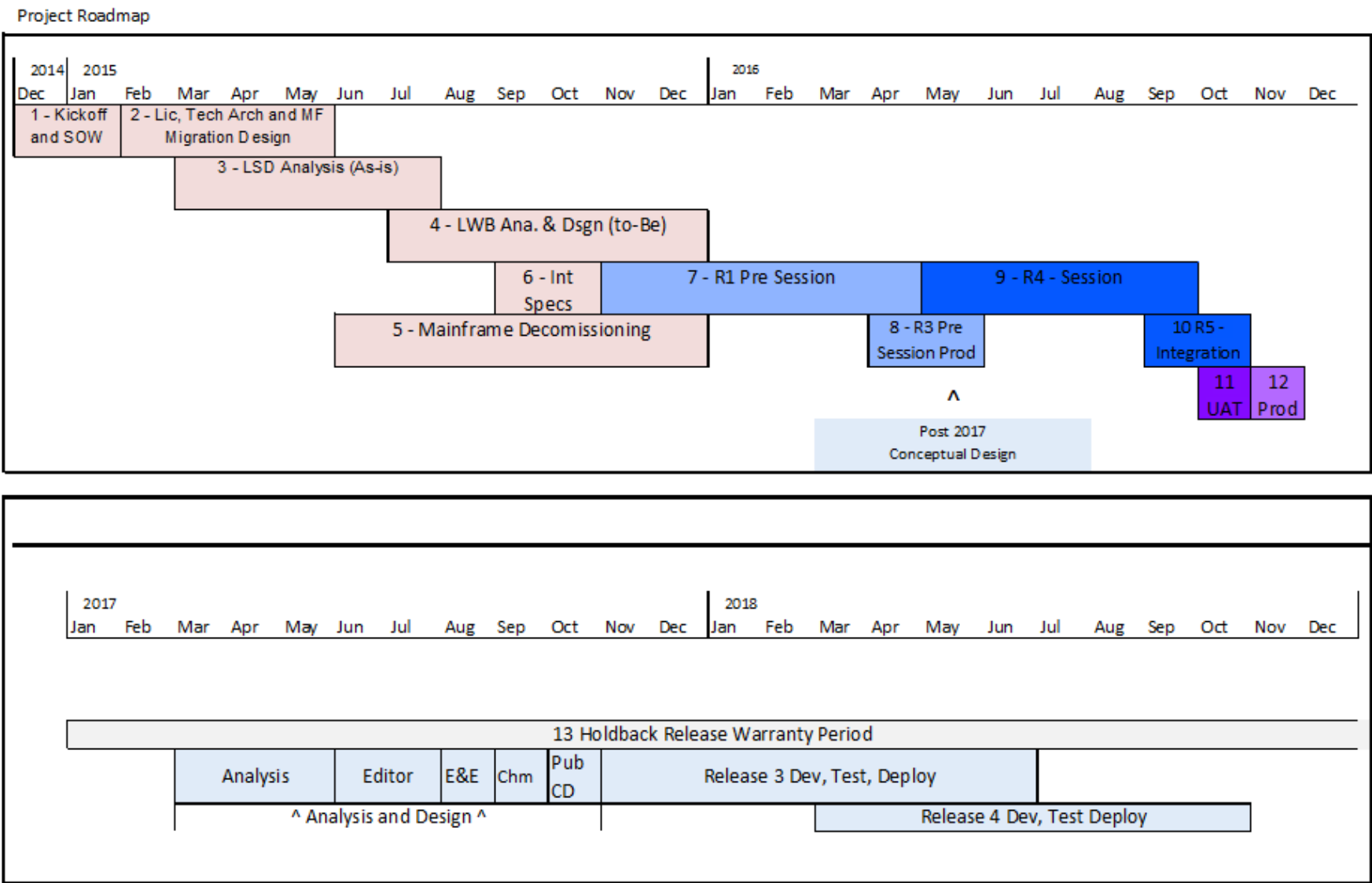
Discussion Items:

- Estimated Schedule – ([See attached page](#))

Closing

Feel free to email, call or stop by room 412, dmatheson@mt.gov, 444-3262

Timeline:



Top 5 Risks:

Risk ID	Because of:	This might occur	Causing	Mitigation	Resp	Prob	Impact	Risk Score
20	Underestimating level of effort or not assigning appropriate resources to project tasks.	The new system might not be complete and stable prior to the start of the 2017 Legislative Session	Extreme frustration by users and other stakeholders (e.g., Legislators).	Project plan monitoring and assignment of tasks on a timely basis. This risk has occurred and we are responding with a tactical (short-term) plan and adding lessons learned for the long-term.	Dale M.	7	9	63
8	LSD staff is migrating to new operations and development technologies	MT staff may not obtain the expert level knowledge to develop, test and resolve all coding and application issues	Operations and development activities may not be completed within assigned timeframes. Later in the project, there may be slow resolution times, project delays, Propylon to have to commit additional resources.	Propylon will develop training plans to define the knowledge and process needed for development staff to be fully integrate into the development team. MT will provide training to development staff to reach the base level proficiency in the identified technologies for development staff. Project specific technical training will occur after this to provide LWB specific development skills. This will need to be monitored as the project continues, however it should be expected that some of the technical staff may need time to come up to speed on new technologies.	Steve	7	8	56
New	Communication surrounding migration of technology componenets between environments	Environments not ready and stable for releases in each environment	Frustration by testers and users.	Increasing proactive approach to issue identification and support.	Steve/Dale G	7	8	56
2	A large stakeholder group from many business areas, including staff, legislators, media, etc.	Different scope understanding and priorities may exist or be created. Communications breakdown.	Misaligned expectations, inability to achieve success, project delays due to scope discussions, need for extensive and very clear communication to all stakeholders... extending to managers, team members and users at the right time	Management of communication is key. The "to be phase" needs to be signed off by all parties, with a clear list of deliverables and scope agreed. New items raised can be managed through a change process or place in a parking lot of to be implemented items. TBD - need to understand how the detailed design is reviewed at a management level... overall footprint. Make sure the Communication Plan is followed throughout the project.	Susan	9	5	45
16	Loss of key personnel during the project.	The project would be negatively impacted (particularly in terms of schedule).	Delayed implementation or failures in some areas of the project	Make sure that key personnel are training co-staff and documenting work so that someone else can take over easily should they depart	Shawn\ Dale M.	5	8	40