

**Supplemental Report**  
 Legislative Finance Committee  
 Revised December 19, 2017

Instructions: A Supplemental Report is due anytime:

- the overall health yellow or red;
- the project is re-baselined; and/or
  - re-baselining must be approved by the State CIO prior to reporting the re-baseline to the LFC
- the current phase is On-Hold or Cancelled.

Project Information	
Agency	Teachers' Retirement System
Project Title	M-Trust Enhancements
Current Date	5/10/2018
Sponsor	Shawn Graham
Project Manager	Jane Fournier
Overall Health	Yellow
Brief Description of Current Project Status	The project comprises fourteen enhancement packages each with its own development and delivery schedule. Three of the enhancement packages have been delivered and three more are in different stages of the development lifecycle.
Major Milestones Completed	Six of a total of twenty-eight major milestones have been completed and delivered.
Next Milestone(s)	Completion of the following two deliverables within the next quarter: <ul style="list-style-type: none"> <li>- Online Beneficiary Designation rollout</li> <li>- Annual Processing and Operations Enhancements rollout</li> </ul>

List all issues, risks, scope changes, schedule changes, budget changes, etc.				
Issues and Risks	Date Identified	Planned Resolution and/or Mitigation	Schedule Impact (Weeks)	Budget Impact (Amount)
Development Team Size: The size of AMA development team is limited because of the specialized business knowledge needed to work most effectively, and with least impact on TRS, to complete the enhancements making up the project scope.	1/17/2017	Schedule/Planning: Project schedule allocates development resources at 70% to allow for schedule adjustments. Acceptance: TRS accepts the risk posed by the small team because of the business advantage to TRS. Schedule is monitored weekly and corrections made where necessary.	TBD	TBD
TRS Team Size: TRS is a small organization with a critical mission and fiscal responsibility. Availability of business experts for project work is	1/17/2017	Schedule/Planning: Schedule plans around known workload demands. Staffing: TRS has increased staffing levels	TBD	TBD

sometimes limited by the business workload and staff turnover.		in order to devote resources to the project.		
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**Add additional comments**

The project has recently experienced a 30% reduction in the available level of effort originally planned from the development team. As described in the risk above, this is having a material impact on the project schedule. Because of the specialized knowledge of the development team, TRS has decided to accept this change in level of effort and is in the process of re-planning the remainder of the project with the revised parameters to establish new schedule and cost baselines. In the meantime, the schedule lags the current baseline.

The project comprises several enhancement packages each focusing on a different business function. Each enhancement package has its own development lifecycle of design and development, user test, and implementation. Each package is divided into two major invoice deliverables which also make up the major milestones for the project. Most deliverables represent 50% of a package.

Because TRS does not record the percent completion for a deliverable until delivery, work accomplished toward these deliverables is not reflected in the project report. However, TRS has accrued internal resource and external contractor costs for these modules which are included in the total Actual Cost. This disparity is a major contributor to the current cost performance indicator of 0.92.