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ED19002 - AELAS School Finance Payment Systems (ITAC Recommendation) for 10/20/21

1 message

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Fri, Oct 15, 2021 at 10:57 AM

To: kathy.hoffman@azed.gov

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The Honorable Superintendent Hoffman,

In response to the change request submitted to modify the Project Investment Justification (PIJ) for the **"AELAS School Finance Payment Systems (ITAC Recommendation)"** project, the Arizona Department of Administration (ADOA) Strategic Enterprise Technology (ASET) office has reviewed your proposal to change the Development Costs, End Date, Scope.

Recommendation - ADOA-ASET Oversight recommends approval of the Arizona Department of Education (ADE) Change Request to ITAC. ADE requests that the Phase II Development Costs, End Date, Scope be include system functions identified in the AP Estimate as Phase II, subsystems Budget/AFR, with remaining system functions outlined in the Accelerated Plan.

ASET recommends maintaining the following conditions:

The below conditions are in addition to any conditions put in place on the project through the FY2022 budget and the Joint Legislative Budget Committee:

1. ASET, with ADE input, will detail the new project development milestones to set specific deliverable dates and will include deadlines for the entire project lifecycle and full system documentation. Should a milestone not be completed by the projected date, ADE shall submit a corrective action plan within 5 business days of the missed projected milestone completion date. The corrective action plan must provide a description of the missed milestone, cause(s) of the delay and the new projected completion date. If the new projected completion date is more than a 10% increase from the original milestone timeline or if ADE fails to meet the new projected milestone completion date, ASET may cause the project to be scheduled for ITAC review at the next available ITAC meeting for consideration of pausing, stopping, resetting, or continuing the project. Proof of the completion of a milestone will be by demonstration of the completed milestone by ADE with approval by ASET Oversight and ADE Executive Steering Committee.
2. ADE will provide ASET and ITAC a baseline projected expenditure plan broken out by month and a month to month financial burndown report for the duration of the project. ADE shall provide actual project expenditures for

the previous month by the 15th of each month. For any variance between actual and projected expenditures for the month, ADE shall provide an explanation of the variance. Further, ADE shall submit a corrective action plan with the actual project expenditures that month which resets project expenditure projections for the remainder of the project timeline. Should the total costs of Phase 2 exceed the estimated costs by 10% or more, the Department of Education must amend the PIJ, to reflect the changes, and submit it to ADOA-ASET for review and ITAC approval prior to the further expenditure of funds.

3. ADE shall provide ITAC with monthly informational updates regarding the status of milestones and expenditures in accordance with the ITAC conditions above. ADE shall monitor and provide updates where appropriate as to the status, or any changes related to, risks identified in the current plan, the upcoming transition of key staff members, or new legislation not yet evaluated to determine any potential impact on the project.

4. The Department of Education must work with the Department of Administration and maintain a committee, to include an independent third party, for the purpose of performing business and system documentation review and approval.

5. The proposed budget figures are subject to change based on enactment of the fiscal year 2022 budget. ADE shall adhere to any requirements as stated and set forth in language from HB2898, HB2895, or HB2862.

6. The Department of Education shall ensure that all contracted employees are fully informed of and follow all State of Arizona Policies, Standards and Procedures located here: <https://aset.az.gov/resources/policies-standards-and-procedures>.


The amended PIJ is scheduled to be reviewed by ITAC on **October 20, 2021**. Should ITAC approve the amendment, you may then proceed to secure additional approvals as required from the Joint Legislative Budget Committee, the Office of Strategic Planning and Budgeting, and the State Procurement Office.

As always, please let us know if you have any questions.

Best Regards,
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2 attachments

 **ED19002 PIJ Final 102021.pdf**
253K

 **CHANGE REQUEST _ AMENDMENT 10_20_21.pdf**
100K