

Informational Update to ITAC



ADE Mission

The mission of the Arizona Department of Education is to serve Arizona's education community, ensuring every child has access to an excellent education.

**Arizona Superintendent of Public
Instruction
Kathy Hoffman**

Project Name:

ED19002 - AELAS School Finance Payment Systems






Accelerated Plan Update
School Finance Payment Systems

State of Arizona Department of Education

February 17, 2021

Project Health Card

* Overall Project Health is **Green**

Schedule		<ul style="list-style-type: none"> The Development and Business Analysts Teams have completed development objectives and requirements for Phase I – Part 1. We are currently in UAT for Phase I – Part 1 and in development for Phase I – Part 2. 																
Milestones		<ul style="list-style-type: none"> A total of 35 of 36 Milestones have been completed to date for Phase I – Part 1. Five Phase I – Part 2 Milestones are currently in progress. CHAR UAT is in progress and the School Finance Business Team is completing testing and providing feature approvals. The UAT process will continue until February 12, 2021. The APOR Data Inputs and Requirements Reports Epics have been completed and approved. 																
Budget		<table border="1"> <tr> <td>Phase I - Part 1 Approved Budget:</td> <td>\$1,952,342</td> <td>Phase I - Part 2 Approved Budget:</td> <td>\$1,227,007</td> </tr> <tr> <td>Final Actuals through December 31, 2020</td> <td>* \$1,758,448</td> <td>Actuals as of January 31, 2021:</td> <td>\$167,026</td> </tr> <tr> <td colspan="2">* December actuals partially supported Part 2 estimate of \$70,698</td> <td>Phase I - Part 2 Projection:</td> <td>\$1,059,981</td> </tr> <tr> <td colspan="3">Total Spend to Date:</td> <td>\$1,925,474</td> </tr> </table>	Phase I - Part 1 Approved Budget:	\$1,952,342	Phase I - Part 2 Approved Budget:	\$1,227,007	Final Actuals through December 31, 2020	* \$1,758,448	Actuals as of January 31, 2021:	\$167,026	* December actuals partially supported Part 2 estimate of \$70,698		Phase I - Part 2 Projection:	\$1,059,981	Total Spend to Date:			\$1,925,474
Phase I - Part 1 Approved Budget:	\$1,952,342	Phase I - Part 2 Approved Budget:	\$1,227,007															
Final Actuals through December 31, 2020	* \$1,758,448	Actuals as of January 31, 2021:	\$167,026															
* December actuals partially supported Part 2 estimate of \$70,698		Phase I - Part 2 Projection:	\$1,059,981															
Total Spend to Date:			\$1,925,474															
Risks		<ul style="list-style-type: none"> One risk was closed this month. A total of two risks are currently open. See Appendix for Risk Log. 																
Issues		<ul style="list-style-type: none"> There are no issues in this project. 																

Project Updates

Document Review:

- The Test Strategy & Plan, FRD Version 8.0, Acronyms and Glossary, the Agile Roadmap and Traceability Matrix have been approved by the DRC.
- The RACI chart is under final review by the Stakeholder, IV&V, Leadership, the Executive Steering Committee and ADOA-ASET.
- FRD Version 9.0, the updated Traceability Matrix, Mock-ups, as well as the Logical, Conceptual, and Physical Data Models are under review by the Technical Advisors Team.

Milestone Completion/Approvals:

- All CHAR Development Milestones and APOR Requirements Milestones for Phase I – Part 1 have been completed with the exception of CHAR UAT, which has a deadline of February 12, 2021.
- The ADE IT Team has completed the Data Inputs epic and Requirements Reports epic in Phase I – Part 2. Both epics have been demoed and approved.

Meetings/Communications:

- The DRC meeting was held on January 29, 2021. The next DRC meeting will be held on March 26, 2021.
- The status of the project was communicated to ASCUS on February 4, 2021.

User Acceptance Testing (UAT)

SFPS UAT Stats											
As of 2/8/2021											
	Opened	Resolved	In Progress	Scheduled/Backlog	Severity				Priority		
					Critical	High	Medium	Low	1	2	3
Bugs	38	37	1	0	0	6	19	13	11	11	16
Enhancements	20	11	0	9					8	0	12
Total Features Released = 38											
Total Features Tested = 38											

Q & A Session

ITAC REQUIRED REPORTING

Project Financials

ADE Phase I - Part 2

ITAC Approval Date: 12/16/2020

Phase I - Part 2 Est. End Date: 6/30/2021

ITAC Approved Phase I - Part 2 Budget:	\$1,227,007										Phase I - Part 1 Actual:	\$1,758,448
ITAC Approval Date:	12/16/2020										Phase I - Part 2 Actual:	\$167,026
Phase 1 - Part 2 Est. End Date:	7/1/2021										Projected Spend Part 2:	\$1,059,981
											Unassigned Dollars:	\$14,545
												\$3,000,000

	School Finance Payment Systems											
	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	FY20	FY21	Cumulative
Baseline Projection (\$)	\$112,953	\$166,566	\$182,617	\$195,170	\$180,945	\$202,261	\$138,920	\$55,016	\$24,000	\$904,891	\$2,532,549	\$2,903,940
Unspent Prior Projection (\$)	\$119,361	\$9,951	\$12,618	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ADE Adjusted Projection (\$)	\$232,314	\$176,517	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Actual (\$)	\$229,019	\$167,026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$608,038	\$1,317,435	\$1,925,473
* Encumbrance (\$)	\$0	\$2,552	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$186,903	\$186,903
** Obligated (\$)	\$9,951	\$10,066	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$305,349	\$305,349
**** Variance (\$) to Adjustment	(\$6,656)	(\$3,127)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$296,853	\$722,862	\$486,215
**** Variance (%) to Adjustment	-3%	-2%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	33%	29%	17%

* Encumbrance - Represents Professional Services and IV&V
 ** Obligated - Represents Personal Services, ERE, AZURE, InfoTech Documentation Review and Software
 *** Variance - Red #'s represents over spent and black #'s represents under spent
 **** Variance to Adjusted Budget

January Outstanding Encumbrances and Obligations	
Outstanding Guidesoft Invoice Personal Services	\$2,552
Outstanding laptop invoice	\$2,057
Outstanding AZURE chargebacks	\$6,289
Outstanding Info-Tech Documentation Review invoices	\$1,720
Total	\$12,618

CHAR & Common Project Milestones

Milestones	Start	Finish	% Complete
CHAR & Common Requirements	Mon 2/3/20	Fri 7/31/20	100%
Data Input - CHAR/Common	Mon 5/25/20	Mon 8/24/20	100%
Equalization Base Calculation CHAR/Common	Mon 6/22/20	Mon 8/31/20	100%
Adjustments - CHAR/Common	Mon 8/3/20	Fri 11/27/20	100%
Workflow - Common	Mon 8/17/20	Wed 11/11/20	100%
Reports - CHAR/Common	Tue 9/1/20	Mon 11/2/20	100%
Monthly Payment Calculation - CHAR/Common	Mon 10/5/20	Fri 12/4/20	100%
Review & Approval - Common	Mon 10/5/20	Mon 12/7/20	100%
Transfer - Common	Wed 10/14/20	Fri 11/6/20	100%
Report & Memo Publishing - Common	Tue 11/3/20	Thu 11/19/20	100%
External Agency Output - Common	Mon 11/23/20	Wed 12/16/20	100%
Integration Testing	Tue 12/1/20	Fri 12/18/20	100%
User Acceptance Testing	Mon 11/2/20	Fri 2/12/21	97%

APOR Project Requirements Milestones Phase I – Part 1

Milestones	Start	Finish	% Complete
Data Input - APOR	Mon 8/17/20	Tue 9/22/20	100%
APOR Calculations - APOR	Wed 9/23/20	Tue 11/24/20	100%
Adjustments - APOR	Wed 11/25/20	Tue 12/22/20	100%

APOR Project Milestones

Milestones	Start	Finish	% Complete
APOR Phase I – Part 2 Requirements	1/5/21	4/12/21	33%
Data Input	12/8/2020	2/1/2021	100%
Equalization Base Calculation APOR	12/8/2020	3/1/2021	0%
Adjustments - APOR	2/2/2021	4/26/2021	0%
Workflow - APOR	1/19/2021	3/29/2021	0%
Monthly Payment Calculation - APOR	3/2/2021	4/12/2021	0%
Reports - APOR	2/2/2021	4/12/2021	0%
Hardening & Integration Testing 1	4/13/2021	4/26/2021	0%
Cash Advance	4/13/2021	5/24/2021	0%
Rollover	4/13/2021	5/24/2021	0%
Configuration	4/27/2021	5/24/2021	0%
Hardening & Integration Testing 2	5/25/2021	6/7/2021	0%
User Acceptance Testing	2/16/2021	6/21/2021	0%
Phase II Analysis & Preparation	3/30/2021	5/24/2021	0%

APPENDIX

Project Team & Background

Project Team

- Whitney Marsh - Deputy Chief of Staff
- Lyle Friesen – Associate Superintendent, School Finance
 - Satish Pattisapu – Chief Information Officer
 - Britto Augustine – Chief Technology Officer
 - Cathy Beck – IT Program Manager
 - Nan Nesvig – Senior IT Project Manager

Background

- ADE School Finance is responsible for processing student data and calculating approximately \$6 billion per year in state aid funding to school districts and charter schools in Arizona.
- The current business process is built around an unsupported legacy technology platform that is a collection of web and desktop applications, Excel spreadsheets and manual calculations, which are processing the payment streams.
- The goal of the School Finance Payment System project is to streamline the various payment processes under a unified system that is automated, accurate, auditable, transparent and maintainable.

CHAR User Acceptance Testing Update

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	Opened	Resolved	In Progress	Scheduled/Backlog	Severity				Priority		
					Critical	High	Medium	Low	1	2	3
Bugs	38	37	1	0	0	6	19	13	11	11	16
Enhancements	20	11	0	9					8	0	12
Total Features Released = 38											
Total Features Tested = 38											
Bugs in Progress *											
Priority: Of the one in Progress, one is Priority 3.											
Severity: Of the one in Progress, one is Medium.											
Enhancements in Progress											
Currently, there are no enhancements in progress.											
*SF Business team is validating one remaining bug.											

Risk Log

Risk ID	Opened	Description	Justification	Mitigation Plan	Status	Status Date
R001	3/20/2020	CHAR Design Delay	Approvers not available	Completed when approvers returned from vacation	Closed	3/26/2020
R002	3/20/2020	COVID-19 Delay	Interim delay due to COVID	Once Teams were established, telecommuting due to COVID no longer a threat	Closed	5/28/2020
R003	5/8/2020	ADDA RFP			Moved	6/5/2020
R004	5/15/2020	Req Deadline Extended	APOR requirements added to plan which were not in the PUJ; delayed requirements were not crucial to or delayed beginning dev activities	Completed CHAR Requirements	Closed	7/31/2020
R005	6/11/2020	Multiple Doc Revisions and approval lag time causing delays	Ongoing and repetitive document reviews/revisions by Technical Advisors have delayed timely provision of docs to other reviewers and Doc R&A Committee	Re-establish a new schedule and protocol for review of documents by the Technical Advisors so that timely provision to other parties can be maintained	Closed	10/9/2020
R006	9/25/2020	Non-approval of funding for Phase I-Part 2 APOR Development	Funding for Phase I-Part 2 APOR Development needs to be approved by ITAC before the development can begin, which poses certain threat of delay in development completion activities and subsequent release of both CHAR and APOR components by July 1, 2021	Request for approval to allocate funds for completion of Phase I-Part 2 APOR Development	Closed	12/16/2020
R007	10/30/2020	Rework of APOR development milestones associated with requirements which have not been previously approved by the DRC	In an effort to continue meeting the parameters of the AP timeline, APOR development milestones will begin before all requirements are approved by the DRC. Should the DRC disapprove any of these requirements, ADE IT assumes the risk of rework to comply with DRC changes.	Attempt to develop milestones which have already been approved by DRC; in the event that is not possible, plan ahead for resource and time allocation for any potential rework.	Open	N/A
R008	12/14/2020	Immediate QA Lead Resource Replacement	Because the current QA Lead is unable to continue working on the SFPS project after 12/24/2020, and in order to conduct knowledge transfer, and maintain timely consistent performance and leadership in the QA project team, there is an urgent need to replace the QA Lead position on an immediate basis.	Mitigation Plan #1: Assign a current ADE IT FTE QA with a School Finance background who can transition to the QA Lead position immediately and ahead of the departure date of the original QA Lead. Mitigation Plan #2: Open the position to the public, accept resumes, and conduct interviews for a new QA Lead, a process which could take 6-8 weeks.	Closed	2/2/2021
R009	1/11/2021	School Finance Business Team may not be able to timely conclude and complete all aspects of CHAR UAT before the Milestone expiration date	Due to a significantly compressed and accelerated timeline for CHAR UAT and the Business' workload outside of the project, the School Finance Business Team may not be able to meet the February 12, 2021 deadline to conclude and complete all aspects, including retesting of rework, of CHAR UAT.	1. Conduct weekly meetings to determine how the Business Team is doing in UAT; 2. Monitor the Business Team's availability and workload outside of the project; 3. If the Business Team is unable to complete all testing and return findings to the IT Team by January 29, 2021, escalate the risk to an issue.	Open	N/A

Issues Log

Issue ID	Opened	Description	Justification	Mitigation Plan	Status	Status Date
I001	2/24/2020	Delay ADOA-ASET Review & Approval Committee Docs	Milestone delayed for review by ADOA-ASET	ADOA-ASET final approval closed this Issue	Closed	3/26/2020
I002	3/26/2020	Delay ADOA-ASET added 3rd Party oversight/Tech Advisors	Secondary assignment of 3rd party oversight by ADOA-ASET	ADOA-ASET final approval closed this Issue	Closed	4/3/2020
I003	3/26/2020	Delay by ADOA-ASET in Comm plan approval	Nonapproval of Communication Plan and revisions by ADOA-ASET delayed completion	Communication Plan was approved in original version format and three milestones added for future revisions	Closed	4/3/2020
I004/R003	5/8/2020	ADOA-ASET RFP	ADOA-ASET RFP plan put project at significant risk of completion; closed due to submission of AP by ADE IT	RFP plan by ADOA-ASET was set aside in the interest of completing the ADE AP and presenting that Plan to ITAC for approval	Closed	6/5/2020