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:

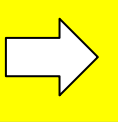ED19002 - AELAS School Finance Payment Systems

Accelerated Plan Update
School Finance Payment Systems

State of Arizona Department of Education

November 18, 2020

* Overall Project Health is **Green**

Schedule	→	• The Development and Business Analysts Teams are on track to timely complete development objectives and requirements. Deadlines are being met.
Milestones	→	• A total of 26 of 36 Milestones have been completed to date for Phase I – Part 1. • Overall CHAR Development Milestones are 85% completed. • Overall APOR Requirements Milestones are 75% completed. • APOR Calculations Requirements are 93% completed and we have begun work on Adjustments Requirements.
Budget	→	• Phase I Part 1 Budget: $1,952,342 • Expenditure to date: $1,400,194 • Budget Remaining: $ 461,581
Risks	→	• There was one new open risk added to the log this past month. A total of two risks are open. See Appendix for Risk Log.
Issues	→	• There are no current issues in this project.

Project Updates

Document Review:

- The Documentation Design Review & Approval Committee (DRC) members met on October 23, 2020 and approved the following documents: September Meeting Minutes, the SDLC, Change Management Process Flow, and the Logical, Physical and Conceptual Data documents.

- The APOR Data Inputs FRD Version 6.1, Mock-Ups, Traceability Matrix and Acronyms and Glossary documents, the Agile Roadmap, Roles & Permissions, System Architecture and Data Flow Diagram are in the queue for review by the DRC on November 13, 2020.

Milestone Completion/Approvals:

- Milestones CHAR Transfer, Report and Report & Memo Publishing and ten Features from Adjustments, Review & Approval, and Workflow have been demoed and approved as "completed" by the Stakeholders, ADOA ASET and the Executive Steering Committee.

- The ADE IT Team is continuing to gather APOR Adjustments Requirements.

Meetings/Communications:

- The ADE IT Team is preparing a Change Request for the upcoming December ITAC meeting.

Q & A
Session

ITAC REQUIRED REPORTING

ADE Phase I Part 1

ITAC Approval Date: 8/19/2020
Phase I Part 1 Est. End Date: 12/22/2020

ITAC Approved Phase I – Part 1 Spend:	$1,952,342					Spend to Date:	$1,400,194
ITAC Approval Date:	8/19/2020					Projected Spend:	$461,581
Phase 1 – Part 1 Est. End Date:	12/22/2020						$1,861,775

	February – June 2020	July	August	September	October	November	December	FY20	FY21	Cumulative
								School Finance Payment Systems		
Baseline Projection ($)	$904,891	$331,933	$353,912	$175,548	$232,935	$179,775	$179,775	$904,891	$1,453,878	$2,358,769
Unspent Prior Projectic	N/A	N/A	N/A	$56,519	$81,338	$109,483	N/A	N/A	N/A	N/A
ADE Adjusted Projection (	N/A	N/A	N/A	$232,067	$314,273	$289,258	N/A	N/A	N/A	N/A
Actual ($)	$608,038	$160,749	$302,351	$127,942	$226,561	N/A	N/A	$608,038	$817,603	$1,425,641
* Encumbrance ($)	N/A	N/A	N/A	$70,478	$22,639	N/A	N/A	N/A	$93,117	$93,117
** Obligated ($)	N/A	$147,100	$56,519	$10,860	$86,844	N/A	N/A	N/A	$301,323	$301,323
**** Variance ($) to Adjust	$296,853	$24,084	($4,958)	$22,787	($21,771)	N/A	N/A	$296,853	$241,835	$538,688
**** Variance (%) to Adjus	33%	7%	-1%	10%	-7%	N/A	N/A	33%	17%	23%

	October Outstanding Encumbrances and Obligations	
* Encumbrance – Represents Professional Services and IV&V		
** Obligated – Represents Personal Services, ERE, AZURE, InfoTech Documentation Review	Guidesoft outstanding invoices; weekending 10/18, 10/25 & 11/1	$71,554.76
*** Variance – Red #'s represents over spent and black #'s represents under spent	Outstanding invoice Resharper Software .NET Tools and 2 laptops	$8,860.00
	Outstanding AZURE chargebacks Aug – Oct	$2,288.91
**** Variance to Adjusted Budget	Outstanding Info-Tech Documentation Review invoices	$4,140.00
	Last Pay Period of Professional Services/ERE posted to November	$22,639.18
	Total	$109,482.85

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	86%
Workflow - Common	Mon 8/17/20	Wed 11/11/20	97%
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	0%
Review & Approval - Common	Mon 10/5/20	Mon 12/7/20	83%
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	25%
Integration Testing	Tue 12/1/20	Fri 12/18/20	0%
User Acceptance Testing	Mon 11/2/20	Fri 2/12/21	0%

APOR Project Milestones

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	93%
Adjustments - APOR	Wed 11/25/20	Tue 12/22/20	5%

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.

Task Name	Duration	Start	Finish	% Complete
▷ Common & CHAR Requirements & Design	130 days	Mon 2/3/20	Fri 7/31/20	100%
▷ Payment System .Net Core Upgrade	45 days	Mon 3/30/20	Fri 5/29/20	100%
◢ CHAR & Common Development	150 days	Mon 5/25/20	Fri 12/18/20	85%
▷ Data Input	65.75 days	Mon 5/25/20	Mon 8/24/20	100%
▷ Equalization Base Calculation	50.25 days	Mon 6/22/20	Mon 8/31/20	100%
▷ Adjustments	85 days	Mon 8/3/20	Fri 11/27/20	86%
▷ Workflow	62.5 days	Mon 8/17/20	Wed 11/11/20	97%
▷ Monthly Payment Calculation	45 days	Mon 10/5/20	Fri 12/4/20	0%
▷ Review & Approval	45.5 days	Mon 10/5/20	Mon 12/7/20	83%
▷ Transfer	17.5 days	Wed 10/14/20	Fri 11/6/20	100%
▷ Report & Memo Publishing	12.25 days	Tue 11/3/20	Thu 11/19/20	100%
▷ Reports	44.5 days	Tue 9/1/20	Mon 11/2/20	100%
▷ External Agency Output	17.5 days	Mon 11/23/20	Wed 12/16/20	25%
▷ Integration Testing	14 days	Tue 12/1/20	Fri 12/18/20	0%
▷ User Acceptance Testing	75 days	Mon 11/2/20	Fri 2/12/21	0%
◢ APOR Requirements	92 days	Mon 8/17/20	Tue 12/22/20	80%
▷ Data Input	27 days	Mon 8/17/20	Tue 9/22/20	100%
▷ APOR Calculations	212 days	Mon 2/3/20	Tue 11/24/20	97%
▷ Adjustments	20 days	Wed 11/25/20	Tue 12/22/20	0%

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	ADOA RFP			Moved	6/5/2020
R004	5/15/2020	Req Deadline Extended	APOR requirements added to plan which were not in the PIJ; 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	Open	N/A
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

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