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:

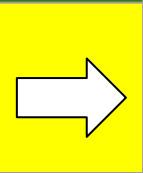ED19002 - AELAS School Finance Payment Systems

Accelerated Plan Update
School Finance Payment Systems

State of Arizona Department of Education

October 21, 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 22 of 36 Milestones have been completed to date for Phase I – Part I. • Milestones CHAR Adjustments, Payment Workflow, Payment Reports, Monthly Payment Calculations, Payment Review & Approval and Payment Transfer are currently in development and approval. • Milestone APOR Requirements – Calculations in currently in progress. • ADE IT is conducting demos of completed Features and Milestones for the Stakeholder, Executive Steering Committee and ADOA ASET at the conclusion of each two-week sprint. • Milestone APOR Requirements - Data Inputs was completed, presented for validation, and approved by the Stakeholder, Executive Steering Committee and ADOA ASET.
Budget	⇨	Phase 1 Part 1 Budget: $1,952,342 Expenditure to date: $1,199,081 Budget Remaining: $ 737,134
Risks	→	• There were two open risks in the log this past month. One risk was mitigated and closed on October 9, 2020. The remaining risk is undergoing mitigation. 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 September 18, 2020 and approved the following documents: June Meeting Minutes, Business Requirements Document (previously revised), Glossary and Acronyms, Traceability Matrix, and Functional Requirements Documents Mock-Ups.

- Functional Requirements Documents are pending approval per the recommendations made by the DRC on September 18, 2020.

- The SDLC, Change Management Process Flow documents, and the Logical, Physical and Conceptual Data Models are designated for review by the DRC on October 23, 2020.

- The APOR Data Inputs FRD Version 6, Mock-Ups, Traceability Matrix and Acronyms and Glossary documents as well as the Agile Roadmap were provided to the Technical Advisors for review on September 25, 2020.

- The Definition of Done document for Phase I – Part I has been approved by ADOA ASET. As a result of this approval, risk R005 has been mitigated and closed.

Milestone Completion/Approvals:

- Milestones CSF/IIF .NET Core Upgrade, CHAR Data Inputs and CHAR Equalization Base Calculations have been demoed for the Stakeholders, ADOA ASET and the Executive Steering Committee and have been approved as "completed."

- ADE IT conducted the APOR Data Input Requirements Milestone Completion validation presentation for ADOA ASET and the Executive Steering Committee on Thursday, September 24, 2020.   The APOR Data Input Requirements were approved.

- ADE IT Team completed Milestone CHAR Transfer and we are preparing it for demo to the Stakeholder, Executive Steering Committee and ADOA ASET for approval.

- ADE IT development team presented the ASRS Adjustment, IRS Adjustment, Initiation & Management, Begin Payment Calculation and Calculation Status Features from Epics Adjustments and Payment Workflows to the Executive Steering Committee and ADOA ASET at the Bi-Weekly Stakeholder meeting on October 1, 2020. The Executive Steering Committee, ADOA ASET and Stakeholder approved the Features.

- The ADE IT Team began gathering APOR Calculations Requirements on Wednesday, September 23, 2020.

Meetings/Communications:

- In ADE IT's continuous process of communicating project progress to education stakeholders, ADE IT and School Finance updated statewide education officials at the GPMEC monthly meeting on Friday, October 2, 2020.

Q & A
Session

ITAC REQUIRED REPORTING

Project Financials

ADE Phase 1 Part 1

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

ITAC Approved Phase I - Part 1 Spend:	$1,952,342		Spend to Date:	$1,199,081
ITAC Approval Date:	8/19/2020		Projected Spend:	$737,134
Phase 1 - Part 1 Est. End Date:	12/22/2020			$1,936,215

	February - June 2020	School Finance Payment Systems								
		July	August	September	October	November	December	FY20	FY21	Cumulative
Baseline Projection ($)	$904,891	$331,933	$353,912	$175,548	$232,935	$179,775	$179,775	$904,891	$1,453,878	$2,358,769
Unspent Prior Projection ($)	N/A	N/A	N/A	$56,519	$87,946	N/A	N/A	N/A	N/A	N/A
ADE Adjusted Projection ($)	N/A	N/A	N/A	$232,067	$320,881	N/A	N/A	N/A	N/A	N/A
Actual ($)	$608,038	$160,749	$302,351	$127,942	N/A	N/A	N/A	$608,038	$591,042	$1,199,080
* Encumbrance ($)	N/A	N/A	N/A	$70,478	N/A	N/A	N/A	N/A	$70,478	$70,478
** Obligated ($)	N/A	$147,100	$56,519	$17,468	N/A	N/A	N/A	N/A	$221,087	$221,087
**** Variance ($) to Adjustment	$296,853	$24,084	($4,958)	$16,179	N/A	N/A	N/A	$296,853	$571,271	$868,124
**** Variance (%) to Adjustment	33%	7%	-1%	7%	N/A	N/A	N/A	33%	39%	37%

* 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

September Outstanding Liabilities
1. Guidesoft outstanding invoices
2. Ordered Resharper Software .NET Tools
3. AZURE outstanding chargebacks
4. Info-Tech Consultant for Documentation Review outstanding invoices

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	17%
Workflow - Common	Mon 8/17/20	Wed 11/11/20	43%
Reports - CHAR/Common	Tue 9/1/20	Mon 11/2/20	52%
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	19%
Transfer - Common	**Wed 10/14/20**	**Fri 11/6/20**	**100%**
Report & Memo Publishing - Common	Tue 11/3/20	Thu 11/19/20	37%
External Agency Output - Common	Mon 11/23/20	Wed 12/16/20	0%
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	45%
Adjustments - APOR	Wed 11/25/20	Tue 12/22/20	0%

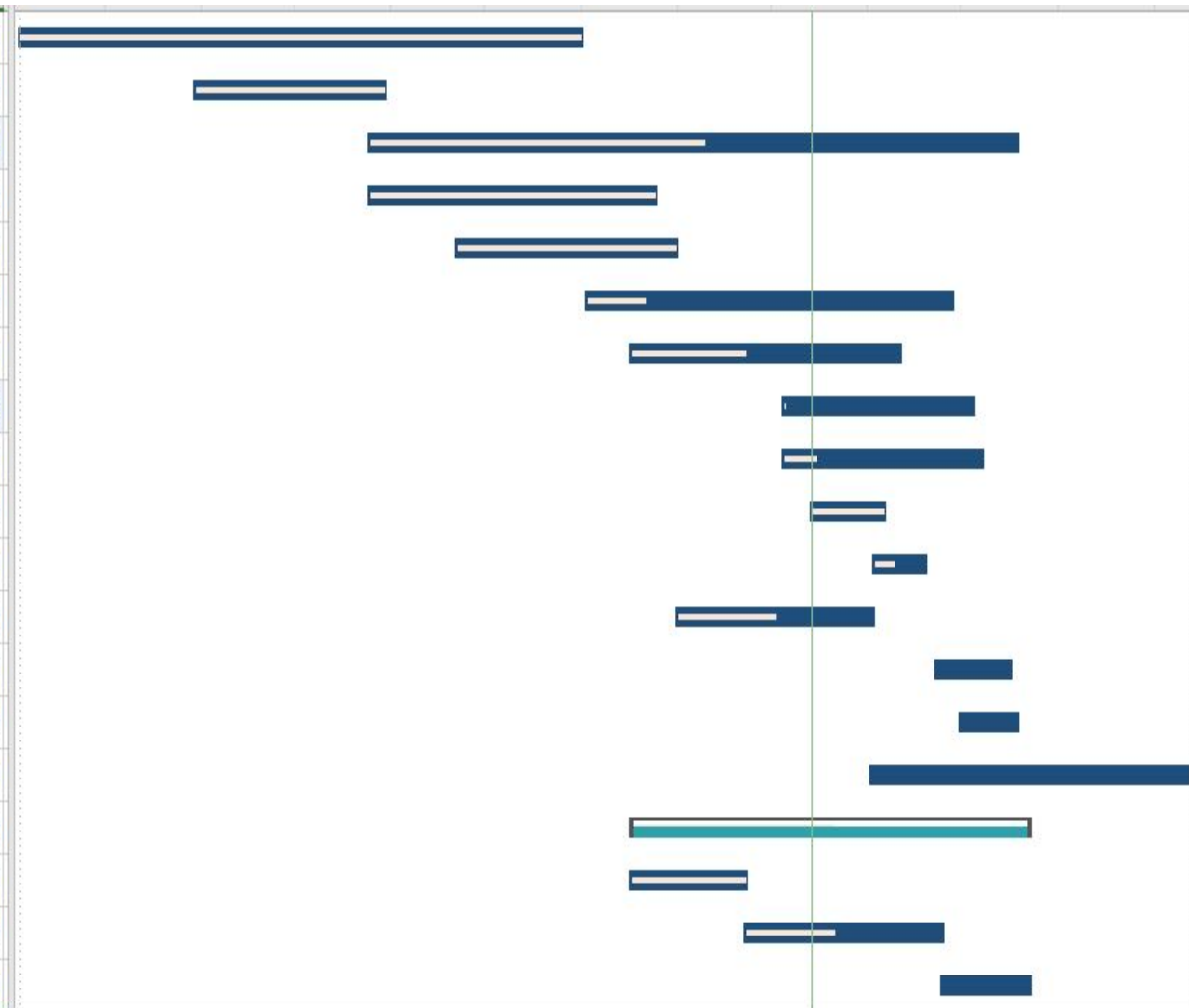# APPENDIX

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.

▷ 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	52%	
▷ 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	17%	
▷ Workflow	62.5 days	Mon 8/17/20	Wed 11/11/20	43%	
▷ Monthly Payment Calculation	45 days	Mon 10/5/20	Fri 12/4/20	1%	
▷ Review & Approval	45.5 days	Mon 10/5/20	Mon 12/7/20	19%	
▷ 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	37%	
▷ Reports	44.5 days	Tue 9/1/20	Mon 11/2/20	52%	
▷ External Agency Output	17.5 days	Mon 11/23/20	Wed 12/16/20	0%	
▷ 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	51%	
▷ Data Input	27 days	Mon 8/17/20	Tue 9/22/20	100%	
▷ APOR Calculations	45 days	Wed 9/23/20	Tue 11/24/20	45%	
▷ 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 estabished, 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 II APOR Development	Funding for Phase I-Part II 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 II APOR Development	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