

Project Management Tool

Project Planner

Fill In Project To-Dos, People Responsible, Challenges, Dates and Duration in the *Unshaded* Cells.

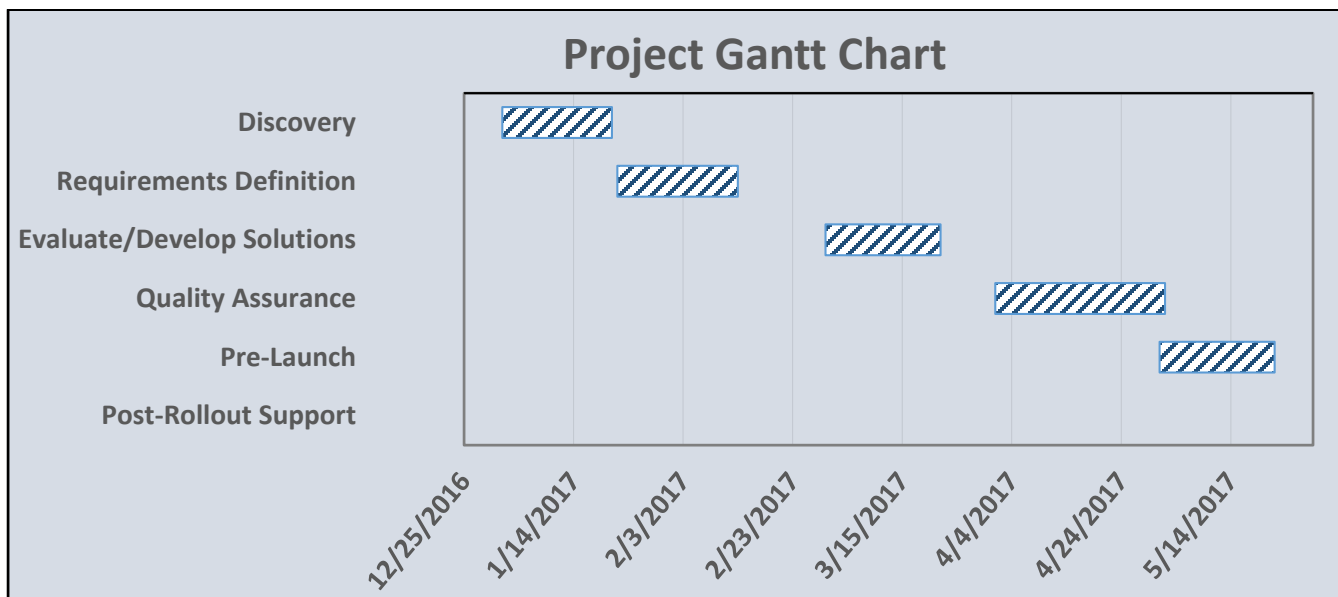
WARNING: Do Not Change Shaded Cells

Project Start Date: 1/1/2017

Project End Date: 5/22/2017

Phase	Key To-Dos	People/Person Responsible	Anticipated Challenges	Est Start Date	Duration (Days)	Effort (Hours)	Est End Date
Discovery	Stakeholder Focus Group Review of Old System Research Capabilities of Vendor Offerings	Planning Team Stakeholders, as needed	Prioritizing feature requests from stakeholders	1/1/2017	20	160	1/21/2017
Requirements Definition	Prepare: - Roles and Use Cases - System Functions - Data Entities - Data Dictionary - List of capacity, security and other Considerations - Rubric for evaluating RFPS - Final RFP	Planning Team	None	1/22/2017	22	160	2/13/2017
Evaluate/Develop Solutions	Receive, Review and Evaluate Proposals Obtain feedback from IT Discuss preferred solutions Review with State Director	Planning Team State Director IT Resource Staff	None	3/1/2017	21	120	3/22/2017

Phase	Key To-Dos	People/Person Responsible	Anticipated Challenges	Est Start Date	Duration (Days)	Effort (Hours)	Est End Date
Quality Assurance	Prepare testing protocol Recruit Alpha and Beta Testers Conduct performance and usability tests Address issues with vendor and/or staff	QA Team Alpha and Beta Testers Vendor IT Resource Staff, if needed	Minor performance/usability issues	4/1/2017	31	320	5/2/2017
Pre-Launch	Data Conversion Configuration on Hosted Platform Prepare Training Materials Conduct Training	Data System Administrator State Staff (Resource) Vendor State Training Staff Program Staff to be Trained	None anticipated	5/1/2017	21	500	5/22/2017
Post-Rollout Support	Provide Helpdesk style support via phone for critical issues, and email for questions	State Training Staff	None anticipated	6/1/2017	Ongoing	6 hrs/week	ongoing



Proposed Solution Evaluation Rubric

Provider

Data Systems 'R Us

Score

100.00%

Requirements

Points Awarded

Points: 1=Not Adequate, 2=Mostly Adequate, 3=Completely Adequate

Requirements		Points Awarded
Completeness		9
Does system offer all required functions and features?		3
Does system generate all required NRS/WIOA tables?		3
Does it offer additional <i>nice-to-have</i> features?		3
Reliability		12
Does system operate consistently and reliably, even under load?		3
Does system provide sufficiently fast response time, even under load?		3
Does system appropriately enforce agency's business rules?		3
Does system provide sufficient data validation checks and alerts?		3
Compatibility		9
Will system function within agency's prescribed operating environment? Operating systems? Databases?		3
Does system meet agency's security/privacy requirements?		3
Is system capable of receiving and sharing interagency data, as needed for data matching and other needs?		3
Vendor Considerations		15
Is agency ownership of data assured? Can data be easily exported for use in another system?		3
Is continuity of service ensured, should vendor cease operations?		3
Does vendor take appropriate steps to secure state and participant data?		3
Can changes in the system be made to address changes in state policies/procedures, if necessary?		3
Does vendor appear to be responsive and helpful?		3
Cost		3
Do system costs—including development, updates, and training costs—meet state requirements?		3