

Specification Workbook

State

Planning Team Members

Specification Workbook

Part A - What Works Well? What Should Change? Assess Your Current System's Strengths

During the *Discovery Process*, you have an opportunity to think about the strengths (and weaknesses) of your current data system and identify the specific needs that the new one will address. What features are critical, which could you do without? Are any missing? Does the system function reliably, even when lots of people are using it? Is it capable of sharing data with other agency systems?

Finding answers to these questions may require effort, but the process will help assure that your new system has all needed features and that it functions well. You may want to talk with current users, partners in other agencies about how your system will interact with theirs, and whether your definition of certain common data fields are consistent with theirs. You should also discuss aspects of the system with your agency's IT staff.

With input from others, address the questions below. Your answers will help you identify gaps in your current system, and considerations for developing a new one.

Requirements	Rating Completely, Partially, or Not Enough	What Is Needed to address in NEW system? What to Add, Remove, Fix
Completeness		
Does your system offer all required functions and features?		
Does your system generate all required NRS/WIOA tables?		
Features to Provide Usability, Data Quality or Impactful Data Use		
Reliability		
Does system operate consistently and reliably, even under load?		
Does system provide sufficiently fast response time, even under load?		
Does system appropriately enforce agency's business rules?		
Does system provide sufficient data validation checks and alerts?		
Compatibility		
Will system function within agency's prescribed operating environment? Operating systems? Databases?		
Does system meet agency's security/privacy requirements?		
Is system capable of receiving and sharing interagency data, as needed for data matching and other needs?		
Vendor Considerations		
Is agency ownership of data assured? Can data be easily exported for use in another system?		
Is continuity of service assured, should vendor cease operations?		

Requirements	Rating Completely, Partially, or Not Enough	What Is Needed to address in NEW system? What to Add, Remove, Fix
Vendor Considerations		
Does vendor take appropriate steps to secure state and participant data?		
Can changes in the system be made to address changes in state policies/procedures, if necessary?		
Is vendor/developer responsive and helpful?		
Cost		
Is cost/budget sufficient to meet maintenance and support needs		

