Project Portfolio Executive Summary for February 2015

UW Enterprise Projects

Projects - Green	Sponsor	Oversight Level *	Project Health **	Overall Risk Rating ***	Budget Rating	Schedule Rating	Scope Rating	Issues Rating	Actual Cost (Project Life)	Budget (Project Life)
Enterprise Document Management System Implementation	Gary Quarfoth Ann Anderson	2 - OCIO	Green	9	2	2	2	3	$4,642,752	$5,361,192

Project Status:

1) Staffing Risk: Created new strategy and reconfigured staffing to support a Release/Operations Manager.

2) Impact: As we move into our next round of implementations, we will be stretched beyond our ability to support program, project and support at current levels.

3) Risk Mitigation activities to address staffing risk:

    a) We have shared and gained consensus on a staffing plan for 2015 - 2016, which includes filling a vacancy with a new Release Manager to support CONCERT work efforts. It is taking much longer than anticipated to get that recruitment under way. We are evaluating ways to re-sequence work efforts to optimize what we can produce with the staff we have, while we recruit the new role.

    b) We have successfully on boarded resources from our new vendor, and that is helping to keep momentum as well.

Production Support and Release Management

- We are working in collaboration with GCA, ORIS and Records Management to prioritize how we build out the workflow / content management tools to best support overall goals and objectives. We intend to capitalize on synergies between the goals of these groups. This work is at risk due to our staffing shortage.

Next Round of Pilots – Discovery / Implementation

- We've put together a cost recovery proposal for all three of our FY15 customers (Facilities, Procurement and Student Fiscal Services), and are currently in the process of sharing this with sponsors and customers.
- We're prepping our infrastructure for the migrations of ~12 terabytes of legacy content for these customers.
- The current plan is to complete Procurement and SFS migrations in April, and the Facilities migration by July.

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Projects - Red	Sponsor	Oversight Level *	Project Health **	Overall Risk Rating ***	Budget Rating	Schedule Rating	Scope Rating	Issues Rating	Actual Cost (Project Life)	Budget (Project Life)
HR/Payroll Modernization	V'Ella Warren Mindy Kornberg Cheryl Cameron Lori Mitchell	3 - OCIO	**Red**	?	?	?	?	3	$16,907,007	$67,464,473

Project Status: The configuration and prototype phase began November 3 and will run through May 15, 2015. Objectives for this phase include:

1. Complete configuration and prototyping of system to ensure the system is ready for the test phase
2. Complete loading and validation of Prototype 1 and Prototype 2 data
3. Complete development and unit test of integrations and reports
4. Inform and secure buy-in from the University community about the project, impacts and preparedness activities
5. Complete preparations for the test phase
6. Identify recommended ongoing operating model

The original scope for the HR/P Modernization project is largely unchanged with one significant scope addition: the project is developing a repository to provide calendar month information (reporting and benefits eligibility determination) for the Washington State Department of Retirement Systems. This is required due to the change from semi-monthly to bi-weekly payroll. Costs to develop the repository will be accommodated within the current project budget.

The unanticipated scope changes may require additional time and resources. 1) Development of the repository referenced above may be more complex than currently anticipated. 2) Development of integrations with UW business systems may be more complex than anticipated or additional integrations may be needed. 3) Testing may need additional time and resources.

A significant risk for the project is that union negotiations are required regarding key design decisions or their impacts. Unsuccessful bargaining could impact the project schedule. Bargaining began November 14, 2014, and is expected to be completed by the end of the first quarter 2015.

Project Portfolio Executive Summary for February 2015

UW Medicine Projects

Projects - Green	Sponsor	Oversight Level *	Project Health **	Overall Risk Rating ***	Budget Rating	Schedule Rating	Scope Rating	Issues Rating	Actual Cost (Project Life)	Budget (Project Life)
Pharmacy Inventory Management System	Shabir Somani	2 - UW	Green	9	1	3	2	3	$390,411	$6,941,089

Project Status: The Pharmacy Inventory Management System (PIMS) project continues to be in the planning and analysis phase. UW Medicine and TECSYS (system vendor) are working towards confirming and finalizing project scope, timeline and resources.
Current major activities include:

- Assessment of vendor (TECYS) functionality roadmap
- Facilitation and participation in system functionality on-site sessions with vendor 2/2/2015 – 2/13/2015
- Confirmation of project scope and schedule based on vendor functionality delivery schedule
- Determination of carousel ordering and installation schedule
- Finalization of project plan and charter
- Completion of work on technical infrastructure

Upcoming major milestones include:

- Vendor delivery of functionality roadmap

Major Risks/Issues:

- Issue - Vendor Functionality Roadmap: Vendor continues to work on functionality roadmap to clarify functionality and phasing implementation. This continues to directly impact project scoping and scheduling.
- Issue - CareFusion Pyxis ES Upgrade: Implementation of CCE (CareFusion Interface Engine) server required prior to PIMS go-live. Scheduling Pyxis ES dispensing system upgrade not to impact PIMS implementation.
- Risk - Central user authentication preferred across the UW Medicine entities: Lack of enterprise authentication may have schedule impacts.
- Risk - Enterprise networking and network strategy for VMC: Plan established for a dedicated UW Medicine connection to Valley Medical Center (VMC). Not to impact VMC PIMS implementation.
- Risk - Enterprise Freezes related to ICD-10: ICD-10 system freeze is forcing major activities into May/June, 2015. This volume of production system activities may impact a targeted June 2015 PIMS go-live for UWMC. Pharmacy executive leadership to agree on schedule impacts.
- Risk – Accounting Resource Conflicts: Potential Accounting resource conflicts with other projects that have independent timelines (SCCA PeopleSoft, UW's HR/P Modernization). May impact PIMS implementation.

Note: The percent complete appears as 0% because the project is still in the planning and analysis phase, and has not yet conducted project kick-off.

Project Portfolio Executive Summary for February 2015

Projects – Complete	Sponsor	Oversight Level *	Monitor of Benefits/Value Realized
Epic Enterprise Specialty Implementation: Project went live 5/20/14	Johnese Spisso James Fine	1 - UW	

* Oversight Level Key	
1	Overseen by UW management and staff. Requires OCIO approval and reporting if over delegated authority.
2	OCIO approval required and regular project reporting. Quality Assurance (QA) reporting required, maybe internal or external. OCIO may recommend project to be full Technology Services Board (TSB) oversight.
3	High severity and/or high risk, subject to full TSB oversight, which includes TSB approval, written reports to the TSB, periodic status reports to the TSB by the agency director and staff, and submission of other reports as directed by the TSB. External QA reporting required.

** Project Health Key	
Green	Project is on time, on budget, and within defined scope. **Overall Risk Rating where 4-9 is Green.**
Yellow	Changes to scope, budget, or resources have placed project at some risk. Project has the potential for delays or scope changes. **Overall Risk Rating where 10-14 is Yellow.**
Red	Major changes to scope, budget or resources have placed project at critical risk. One or more of the following must change in order to proceed: project schedule, resources, budget, scope. **Overall Risk Rating where 15-20 is Red.**

Note for UW Medicine: project oversight levels 2 & 3 report to UW management

*** IT Project Risk Ratings	
Current Risk Rating	Use the scale below to rate current performance on **Budget**, **Schedule** and **Scope** (select appropriate number for each)
Budget =	1 = Performing better than project plan; ahead by 5% or more
	2 = Performance is on plan
Schedule =	3 = Behind plan, but within 5% of original targets
	4 = Behind plan between 6% to 10% and likely to use/using contingency
Scope =	5 = Greater than 10% behind plan and more than half of contingency used
Current Risk Rating	Use the scale below to rate current impact of **Issues** and other factors relevant to the project (select one number for this measure)
	1 = No risks or issues identified at this time
Issues =	2 = Some identified but minor, no impacts anticipated
	3 = Some that could impact the project are being managed, with minimal impact anticipated
	4 = Significant risks/issues/other factors identified but not yet managed
	5 = Risks/issues being managed but will have significant impact (greater than 10%) on project budget, schedule and/or scope