



Thursday, August 8, 2019
 1500 Jefferson St. SE, Olympia / 2nd Flr / Rm 2208
 10:00 a.m. – Noon

Members present: James Weaver
 Zack Hudgins
 Tracy Guerin
 Butch Leonardson (WebEx)
 Jeff Paulsen
 Vikki Smith

Staff present: Sue Langen

TOPIC	LEAD	NOTES
Welcome and Introductions	Jim Weaver	Introductions were made at the table and on the phone.
Approve Minutes from July 11 Subcommittee Meeting	Jim Weaver	July 11 meeting minutes were approved as written.
Plante Moran - Project Approval and Oversight Process Assessment <ul style="list-style-type: none"> • Rajiv Das, Management Consultant • Adam Rujan, Engagement Partner 	Sue Langen Cammy Webster	The Office of the Chief Information Officer (OCIO) hired Plante Moran to conduct a project approval and oversight process assessment. The assessment team reported on their objectives, approach to discovery, OCIO's current best practices, key findings and significant recommendations. Key findings included: <ol style="list-style-type: none"> 1. No early visibility into agency projects. 2. Inconsistent project risk assessment.

3. Current practice is “one size fits all.”
4. Inconsistent technical oversight.
5. Ineffective investment plan phasing or gating.
6. Inconsistent project health/status definitions.
7. Lack of project categories and oversight levels.

Recommendations:

1. Initiate annual IT planning process to start a project portfolio system.
2. Develop return on investment concept.
3. Revamp risk assessment.
4. Establish categories of risk and process flows for each for right amount of oversight.
5. Clear criteria for project cancellation.

A strong point was made about how important the project manager is to a successful project. Ideas circulated about eventually establishing a pool of expert project managers that could rotate in and out of agencies, as needed.

WA state does a very good job at project oversight, and implementing changes based on these

		<p>recommendations would put the state very near the top.</p> <p>Action: OCIO staff will take these recommendations out to other stakeholder groups, such as Deputy Directors, CIOs, project managers, business experts and system architects to validate, then bring back to TSB for feedback.</p>
<p>IT Project Gated Funding Process Overview</p>	<p>Sue Langen Derek Puckett</p>	<p>Derek provided an overview of the gated funding process for 2019-21 Biennium.</p> <p>The legislature passed new requirements for funding certain IT projects, including:</p> <ol style="list-style-type: none"> 1. Increased financial oversight 2. A holdback clause 3. Monthly public reporting by OCIO <p>OCIO staff provided training and website resources to agencies with projects subject to the new requirements.</p> <p>Derek also reviewed the process OCIO will use internally and the financial reporting workflow. He also demonstrated the updated technology budget template.</p>
<p>Public Comment</p>		<p>No public comment.</p>