

# Business One Stop - Phase 1 State of Arizona – ADOA-ASET

## Informational Update

December 15, 2021

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### ADOA Vision

Our vision is to be the information technology leader for Arizona government, providing innovative and transformative services. This won't happen overnight. And it won't happen in a vacuum. Working together toward this shared goal, we will succeed.

### ADOA Mission

Inspired by that vision, our mission is to deliver forward-thinking and secure IT solutions to state agencies. We will achieve this by:

- Putting the customer first
- Offering world-class services
- Focusing on value, not cost



# Project Introduction

## Description of Project





The Department of Administration on behalf of the Department of Transportation, the Department of Revenue, the Secretary of State, the Arizona Corporation Commission and the Arizona Commerce Authority, received \$7.8M appropriated from the Automation Projects Fund in FY 2022 to complete the development of Phase 1 of Business One Stop, a single online location to help citizens & businesses plan, start, grow, move, & close businesses in Arizona through a secure, digital experience that does not require in-person interaction.

## Project Update

- Project timeline re-baselined to ensure full participation of all agencies while completing Phase 1 this fiscal year with a targeted launch by May 31, 2022;
- Budget re-baselined to reflect re-baselined project schedule;
- Continued staff augmentation and procurement activities where appropriate;
- Initiated work on 15 of the identified User Journeys.

# Project Health Card

## Overall Project Health is Green

Schedule		<ul style="list-style-type: none"> <li>• The project timeline has been re-baselined to ensure full participation of all agencies while still completing Phase 1 this fiscal year.</li> <li>• The project is targeting launch of Phase one by 5/31/2022.</li> <li>• With the rebaseline of the project, the schedule is back to green.</li> </ul>
Milestones		<ul style="list-style-type: none"> <li>• Project is actively advancing 15 of the identified User Journeys.</li> <li>• 5 User Journeys are currently in the requirements documentation phase</li> <li>• 10 User Journeys are currently in the development phase</li> </ul>
Budget		<ul style="list-style-type: none"> <li>• The project is currently under budget due to delays in fully executing the interagency service agreement, the first funding transfer to participating agencies did not occur until September.</li> <li>• There is confidence generally across the Finance officers at agencies on the soundness of the high-level forecasts.</li> </ul>
Risks		<ul style="list-style-type: none"> <li>• The selection of the ADOA Program Manager and Project Manager roles remains a critical hiring priority. DOA expects these positions will be filled by the end of December, removing this risk.</li> <li>• DOA needs to fill the QA lead position to ensure quality oversight and drafting of a quality management plan.</li> <li>• DOR capacity risk has been mitigated with re-baseline of project schedule.</li> </ul>

# Financial Burndown Chart

## Current burndown for Business One Stop (as of 11/30/2021)

Project Budget: \$7,758,828  
 Expenditure to date: \$ 280,454  
 Budget Remaining: \$7,478,374

Project Start Date: 7/1/2021  
 Est. End Date: 6/30/2022

	SFY 2022											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
Baseline Projection	\$0	\$2,172.36	\$46,943.91	\$167,390.97	\$679,167.33	\$428,339.96	\$718,429.07	\$485,429.07	\$574,929.07	\$444,929.07	\$458,129.07	\$55,210.26
Actual	\$0	\$2,172.36	\$46,943.91	\$167,390.97	\$64,038	\$	\$	\$	\$	\$	\$	\$
Variance (\$)	\$0	\$0	\$0	\$0	\$615,129.33	\$	\$	\$	\$	\$	\$	\$
Variance (%)	0%	%	%	%	%	%	%	%	%	%	%	%

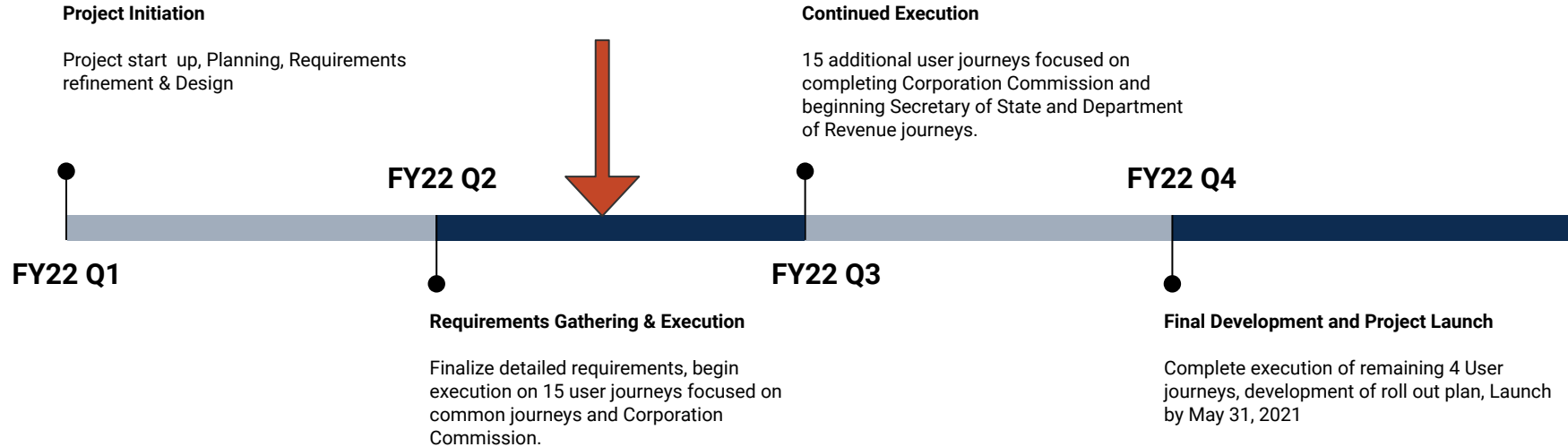
**Notes:**

Due to delays in fully executing the interagency service agreement, the first funding transfer to participating agencies did not occur until September.

Budget re-baseline completed at end of October to reflect re-baselined project schedule.

# Project Timeline

## High level timeline for Solution



# Status

Not Started	In Progress	Complete
18	15	0

○	Not Started	●	All / Multiple
●	Requirement Documentation	●	Revenue
■	In progress	●	SOS
>	QA/UAT	●	Corp. Comm.
✓	Ready to Launch		

- Intuitive online interface
- New User Creation
- User Account Management (includes mapping, authentication with other agencies)
- Chat bot training (scripts and configuration)
- Journey wizard for forming a business
- Basic dashboard for tracking status
- Establish central helpline
- Unified state payment mechanism including auto-payment
- User progress storage for future processing
- Fee calculator
- Claim my business
- Dashboard Updates
- Basic checklist
- Entity search
- Enable another user
- Initial Setup Zip Code Validation with 3rd party tool
- Apply for a tax license (includes GIS Integration)
- File tax returns (TPT) (Link)
- Register a Trade Name
- Register a Trademark
- Register a LLP/LLLP
- Reservation ID Search
- Reserve a LLC name
- Form a domestic LLC or PLLC (Articles of organization)
- Change LLC Statutory Agent name or Principal address
- Add/ Change/ Remove LLC Member / Manager name & address
- LLC Affidavit of publication
- LLC Termination
- Certificate of Good Standing
- Statutory Agent Resignation (LLC)
- Amend or Restate LLC Articles of Organization
- Correct an Error on a Filed LLC Document
- Re-submit applications