Informational Update to ITAC

ADE Vision
Equity for all students to achieve their full potential

Mission
The Arizona Department of Education advances equity and excellence for all students by serving school leaders, educators and staff, collaborating with communities, and leading with data-driven best practices

Arizona Superintendent of Public Instruction
Kathy Hoffman

Project Name:

ED19002 - AELAS School Finance Payment Systems

Accelerated Plan Update
School Finance Payment Systems

State of Arizona Department of Education

May 19, 2021

Project Health Card

Overall Project Health is **Green**

Schedule	• We are currently in development of Phase I – Part 2. • Several features of Phase I - Part 2 have been released to UAT.
Milestones	• Four development milestones in Phase I – Part 2 are currently in progress. • One development milestone was completed in April. • APOR UAT milestone is in progress and the School Finance Business Team is actively testing features. • The UAT process will continue until June 21, 2021.
Budget	
Risks	• One risk is currently open. See Appendix for Risk Log.
Issues	• There are no issues in this project.

Phase I - Part 1 Budget Forecast		$1,952,342		**Phase I - Part 2 Budget Forecast**	$1,227,007
Phase I - Part 1 Actuals through December 2020	*	$1,758,448		**Phase I - Part 2 Actuals through April 2021**	$692,376
Remaining Budget Carried Forward to Part 2		$193,894		**Phase I - Part 2 Projection**	$527,822
* December actuals partially supported Part 2 estimate at $70,698					
Total Spend to Date plus Projection:					$2,978,646

Project Updates

Document Review:

- FRD Version 11.2, the updated Traceability Matrix, Mock-ups, as well as the updated Logical and Physical Data Models, Data Dictionary, Run Book and Software Management Plan are slated for review by the DRC on May 21, 2021.
- The Technical Advisors are currently reviewing two of the four sets of APOR/CHAR User Manuals and Training materials.

Milestone Updates, Completions & Approvals:

- APOR Development milestones for Rollover, Administrative Configuration, Cash Advance, and Hardening/Integration II are in progress.
- The Business Team is completing their testing of UAT Releases #2 and #3 with a May 24, 2021 deadline.
- Milestone M-3126 LEA Communication & Training responsibilities have been reassigned. At the request of the Business, the IT Team will solely complete all user guides and training materials by May 26, 2021 to fulfill the milestone, and the SF Business will directly communicate with and train the LEAs on a separate schedule at the discretion of the Business.
- The IT Team completed milestone Hardening/Integration Testing #1, Reports, Workflow, and Adjustments UI Requirements during the month of April.

Meetings/Communications:

- The next two DRC meetings will be held on May 21 and June 22, 2021.
- The IT Leadership Team and ADOA have completed the Phase II JLBC Ask Report, and it has been submitted to OSPB for review
- The IT Team is currently working on the ITAC Change Request deck to be presented in June 2021.

User Acceptance Testing

- ✔ **Release 1 has been completed and approved by the Business**
- ✔ **Releases 2 & 3 are currently in Business UAT and will be completed by May 24, 2021**
- ✔ **Release 4 will be provided to the Business Team on May 26, 2021**

SFPS APOR UAT Stats - Release #2

As of 5/13/2021

					Severity				Priority		
	Opened	Resolved	In Progress	Scheduled/Backlog	Critical	High	Medium	Low	1	2	3
Bugs	28	26	2	0	11	2	15	0	13	15	0
Enhancements	4	2	1	1					2	2	0

Total Features Released: 17
Total Features being Tested: 17
Total Features Completed Testing: 0
Total Test Cases Executed: 58
Total Number of Test cases across all Features: 66

SFPS APOR UAT Stats - Release #3

As of 5/13/2021

					Severity				Priority		
	Opened	Resolved	In Progress	Scheduled/Backlog	Critical	High	Medium	Low	1	2	3
Bugs	17	11	2	4	3		13	1	3	13	1
Enhancements	10		7	3					1	6	3

Total Features Released: 16
Total Features being Tested: 8
Total Features Completed Testing: 0
Total Test Cases Executed: 17
Total Number of Test cases across all Features: 19

Q & A Session

ITAC REQUIRED REPORTING

Project Financials

ADE Phase I - Part 2

ITAC Approval Date: 12/16/2020
Phase I - Part 2 Est. End Date: 6/30/2021

ITAC Approved Phase I - Part 2 Budget:	$1,227,007	Phase I - Part 1 Actual:	$1,758,448
ITAC Approval Date:	12/16/2020	Phase I - Part 2 Actual:	$692,376
Phase 1 - Part 2 Est. End Date:	6/30/2021	Projected Spend Part 2:	$527,822
		Unassigned Dollars:	$14,545
			$2,993,191

	School Finance Payment Systems										
	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	FY20	FY21	Cumulative
Baseline Projection ($)	$166,566	$182,617	$195,170	$180,945	$202,261	$138,920	$55,016	$24,000	$904,891	$2,532,549	$2,903,940
Actual ($)	$167,026	$169,729	$178,967	$176,653	N/A	N/A	N/A	N/A	$608,038	$1,842,785	$2,450,823
Variance ($)	($460)	$12,888	$16,202	$4,291	N/A	N/A	N/A	N/A	$296,853	$689,765	$453,118
Variance (%)	0%	8%	9%	2%	N/A	N/A	N/A	N/A	33%	27%	16%

APOR Project Milestones

Milestones	Start	Finish	% Complete
APOR Phase I – Part 2 Requirements	01/5/21	04/12/21	100%
Data Input	12/8/2020	02/1/2021	100%
Equalization Base Calculation APOR	12/8/2020	03/1/2021	100%
Adjustments - APOR	02/2/2021	04/26/2021	100%
Workflow - APOR	01/19/2021	03/29/2021	100%
Monthly Payment Calculation - APOR	03/2/2021	04/12/2021	100%
Reports - APOR	02/2/2021	04/12/2021	100%
Hardening & Integration Testing 1	04/13/2021	04/26/2021	100%
Cash Advance	04/13/2021	05/24/2021	65%
Rollover	04/13/2021	05/24/2021	85%
Configuration	04/27/2021	05/24/2021	80%
Hardening & Integration Testing 2	05/25/2021	06/7/2021	5%
User Acceptance Testing	02/16/2021	06/21/2021	40%
Phase II Analysis & Preparation	03/30/2021	05/24/2021	35%
LEA Communication & Training	03/30/2021	06/21/2021	35%
Go-Live Preparation	06/22/2021	06/30/2021	0%
Go Live	07/01/2021	07/01/2021	0%

APPENDIX

Project Team & Background

Project Team

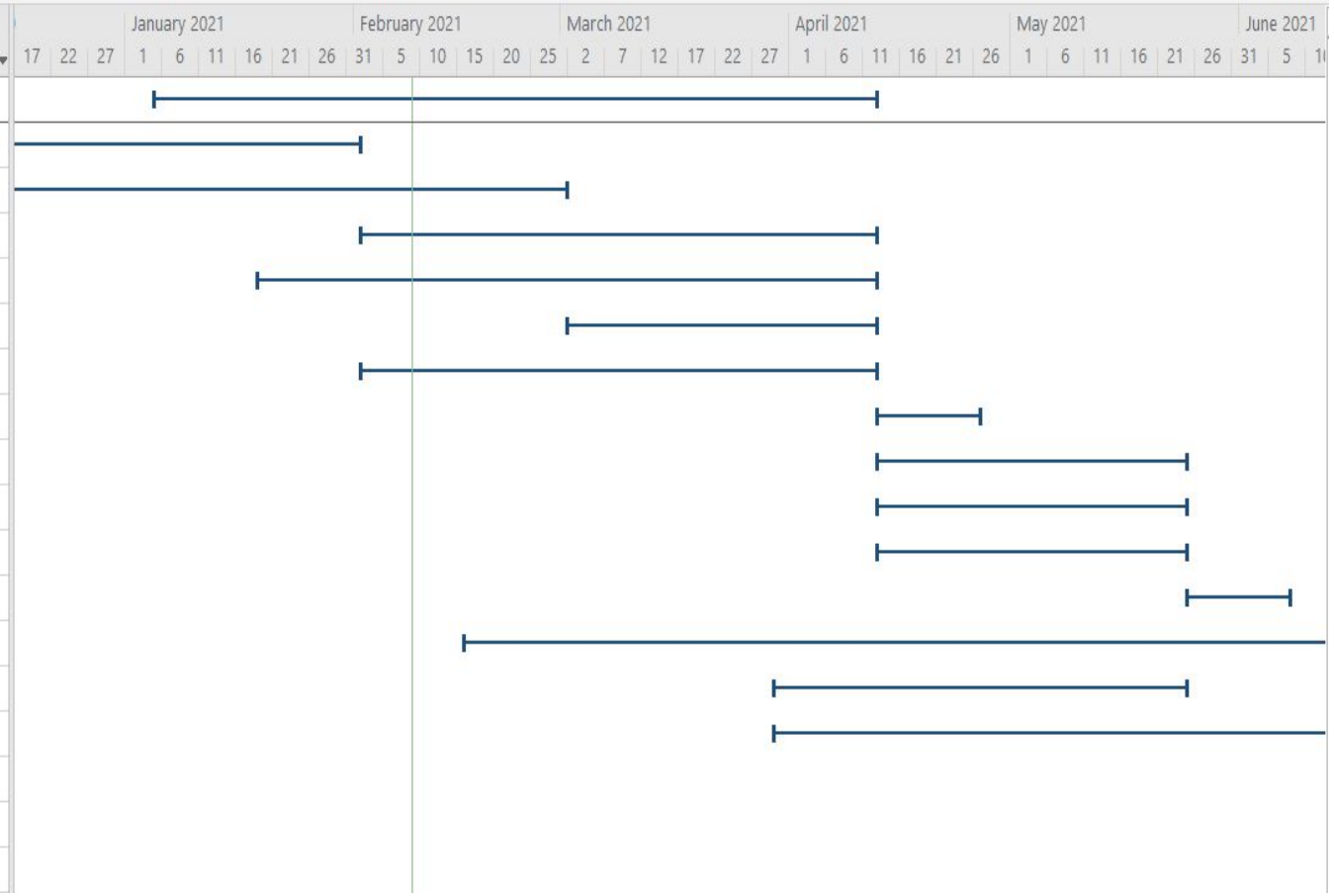
- Whitney Marsh - Deputy Chief of Staff
- Lyle Friesen – Associate Superintendent, School Finance
- Satish Pattisapu – Chief Information Officer
- Britto Augustine – Chief Technology Officer
- Cathy Beck – IT Program Manager
- Nan Nesvig – Senior IT Project Manager

Background

- ADE School Finance is responsible for processing student data and calculating approximately $6 billion per year in state aid funding to school districts and charter schools in Arizona.
- The current business process is built around an unsupported legacy technology platform that is a collection of web and desktop applications, Excel spreadsheets and manual calculations, which are processing the payment streams.
- The goal of the School Finance Payment System project is to streamline the various payment processes under a unified system that is automated, accurate, auditable, transparent and maintainable.

Project Schedule & Task Status Phase I – Part 2

Task Name	Duration	Start	Finish
APOR Part 2 Requirements	70 days	Tue 1/5/21	Mon 4/12/21
Data Input	40 days	Tue 12/8/20	Mon 2/1/21
APOR Equalization Base Calculation	60 days	Tue 12/8/20	Mon 3/1/21
Adjustments	50 days	Tue 2/2/21	Mon 4/12/21
Workflow	60 days	Tue 1/19/21	Mon 4/12/21
APOR Monthly Payment Calculations	30 days	Tue 3/2/21	Mon 4/12/21
Reports	50 days	Tue 2/2/21	Mon 4/12/21
Hardening & Integration Testing 1	10 days	Tue 4/13/21	Mon 4/26/21
Cash Advance	30 days	Tue 4/13/21	Mon 5/24/21
Rollover	30 days	Tue 4/13/21	Mon 5/24/21
Configuration	30 days	Tue 4/13/21	Mon 5/24/21
Hardening & Integration Testing 2	10 days	Tue 5/25/21	Mon 6/7/21
User Acceptance Testing	90 days	Tue 2/16/21	Mon 6/21/21
Phase II analysis and preparation	40 days	Tue 3/30/21	Mon 5/24/21
LEA Communication and Training	60 days	Tue 3/30/21	Mon 6/21/21
Go-live preparation	7 days	Tue 6/22/21	Wed 6/30/21
Go Live	1 day	Thu 7/1/21	Thu 7/1/21



Risk Log

Risk ID	Opened	Description	Justification	Mitigation Plan	Status	Status Date
R001	3/20/2020	CHAR Design Delay	Approvers not available	Completed when approvers returned from vacation	Closed	3/26/2020
R002	3/20/2020	COVID-19 Delay	Interim delay due to COVID	Once Teams were estabished, telecommuting due to COVID no longer a threat	Closed	5/28/2020
R003	5/8/2020	ADOA RFP			Moved	6/5/2020
R004	5/15/2020	Req Deadline Extended	APOR requirements added to plan which were not in the PIJ; delayed requirements were not crucial to or delayed beginning dev activities	Completed CHAR Requirements	Closed	7/31/2020
R005	6/11/2020	Multiple Doc Revisions and approval lag time causing delays	Ongoing and repetitive document reviews/revisions by Technical Advisors have delayed timely provision of docs to other reviewers and Doc R&A Committee	Re-establish a new schedule and protocol for review of documents by the Technical Advisors so that timely provision to other parties can be maintained	Closed	10/9/2020
R006	9/25/2020	Non-approval of funding for Phase I-Part 2 APOR Development	Funding for Phase I-Part 2 APOR Development needs to be approved by ITAC before the development can begin, which poses certain threat of delay in development completion activities and subsequent release of both CHAR and APOR components by July 1, 2021	Request for approval to allocate funds for completion of Phase I-Part 2 APOR Development	Closed	12/16/2020
R007	10/30/2020	Rework of APOR development milestones associated with requirements which have not been previously approved by the DRC	In an effort to continue meeting the parameters of the AP timeline, APOR development milestones will begin before all requirements are approved by the DRC. Should the DRC disapprove any of these requirements, ADE IT assumes the risk of rework to comply with DRC changes.	Attempt to develop milestones which have already been approved by DRC; in the event that is not possible, plan ahead for resource and time allocation for any potential rework.	Open	N/A
R008	12/14/2020	Immediate QA Lead Resource Replacement	Because the current QA Lead is unable to continue working on the SFPS project after 12/24/2020, and in order to conduct knowledge transfer, and maintain timely consistent performance and leadership in the QA project team, there is an urgent need to replace the QA Lead position on an immediate basis.	Mitigation Plan #1: Assign a current ADE IT FTE QA with a School Finance background who can transition to the QA Lead position immediately and ahead of the departure date of the original QA Lead. Mitigation Plan #2: Open the position to the public, accept resumes, and conduct interviews for a new QA Lead , a process which could take 6-8 weeks.	Closed	2/2/2021
R009	1/11/2021	School Finance Business Team may not be able to timely conclude and complete all aspects of CHAR UAT before the Milestone expiration date	Due to a significantly compressed and accelerated timeline for CHAR UAT and the Business' workload outside of the project, the School Finance Business Team may not be able to meet the February 12, 2021 deadline to conclude and complete all aspects, including retesting of rework, of CHAR UAT.	1. Conduct weekly meetings to determine how the Business Team is doing in UAT; 2. Monitor the Business Team's availability and workload outside of the project; 3. If the Business Team is unable to complete all testing and return findings to the IT Team by January 29, 2021, escalate the risk to an issue.	Closed	2/16/2021

Issues Log

Issue ID	Opened	Description	Justification	Mitigation Plan	Status	Status Date
I001	2/24/2020	Delay ADOA-ASET Review & Approval Committee Docs	Milestone delayed for review by ADOA-ASET	ADOA-ASET final approval closed this Issue	Closed	3/26/2020
I002	3/26/2020	Delay ADOA-ASET added 3rd Party oversight/Tech Advisors	Secondary assignment of 3rd party oversight by ADOA-ASET	ADOA-ASET final approval closed this Issue	Closed	4/3/2020
I003	3/26/2020	Delay by ADOA-ASET in Comm plan approval	Nonapproval of Communication Plan and revisions by ADOA-ASET delayed completion	Communication Plan was approved in original version format and three milestones added for future revisions	Closed	4/3/2020
I004/R003	5/8/2020	ADOA-ASET RFP	ADOA-ASET RFP plan put project at significant risk of completion; closed due to submission of AP by ADE IT	RFP plan by ADOA-ASET was set aside in the interest of completing the ADE AP and presenting that Plan to ITAC for approval	Closed	6/5/2020