Informational Update to ITAC

ADE Mission

The mission of the Arizona Department of Education is to serve Arizona's education community, ensuring every child has access to an excellent education.

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

April 21, 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	• Six milestones in Phase I – Part 2 are currently in progress in development and QA. • APOR UAT is in progress and the School Finance Business Team is actively testing features. • The UAT process will continue until June 21, 2021.

Budget

March 2021 Financials					
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 February 2021**	$515,723
Remaining Budget Carried Forward to Part 2		$193,894		**Phase I - Part 2 Projection**	$711,284
* December actuals partially supported Part 2 estimate at $70,698					
Total Spend to Date plus Projection:					$2,985,455

Risks	• One risk is currently open. See Appendix for Risk Log.
Issues	• There are no issues in this project.

Project Updates

Document Review:

- FRD Version 9.0, the updated Traceability Matrix, Mock-ups, as well as the Logical, Conceptual, and Physical Data Models were reviewed and approved by the DRC on March 26, 2021.
- The System Architecture Version 2.0, updated Logical and Physical Data Model documents as well as FRD V 10.0 have been completed and approved by the Technical Advisors and are ready for the April DRC meeting.

Milestone Completion/Approvals:

- APOR Cash Advance Requirements and the Reports Milestone were completed, demoed and approved on March 19, 2021.
- The final set of APOR Requirements for the Adjustment UI has been approved and is in review by the Technical Advisors.
- APOR Development Milestones for Transfer Pages, Cash Advance, Rollover, Administrative Configuration, and Hardening/Integration are in progress.
- The Business Team is in the final stages of retesting resolved bugs and new enhancements for APOR UAT Release #1.
- The IT Team provided APOR UAT Release #2 to the Business on March 22, 2021 and is on track to complete by June 21, 2021.

Meetings/Communications:

- The next DRC meeting will be held on April 23, 2021.

User Acceptance Testing

- **Releases 1 & 2 are currently in Business UAT**
- ✔ **Release #1 will be completed on or by April 14, 2021**
- ✔ **Release #2 will be completed by April 16, 2021**
- ✔ **Release #3 will be provided to the Business Team on April 19, 2021**

SFPS APOR UAT Stats - Release #1

As of 4/9/2021

					Severity				Priority		
	Opened	Resolved	In Progress	Scheduled/Backlog	Critical	High	Medium	Low	1	2	3
Bugs	13	9	3	1	1	0	12	0	1	12	0
Enhancements	22	10	7	5					1	18	3

Total Features Released: 9
Total Features being Tested: 2
Total Features Completed Testing: 7
Total Test Cases Executed: 240
Total Number of Test cases across all Features: 248

SFPS APOR UAT Stats - Release #2

As of 4/9/2021

					Severity				Priority		
	Opened	Resolved	In Progress	Scheduled/Backlog	Critical	High	Medium	Low	1	2	3
Bugs	23	18	3	2	10	1	12	0	11	12	0
Enhancements	4	2	1	1					3	1	0

Total Features Released: 17
Total Features being Tested: 14
Total Features Completed Testing: 0
Total Test Cases Executed: 47
Total Number of Test cases across all Features: 69

February ITAC Questions to ADE

1. On slide three of the presentation, UAT section: What is the relationship between Total Test Cases Executed 53 and Total Number of Test cases across all Features 153?

   There were 153 test cases created by School Finance for Release #1 and as of March 1st , 53 of the test cases were executed. The total number of test cases will increase as additional features are released into UAT.

2. Will the receipts of all the New American Rescue Plan funding affect this project?

   ADE anticipates there is no impact to the project based on the passage of the federal New American Rescue Plan. The School Finance Payment System (APOR/CHAR) and the related payment projects in this PIJ distribute state aid payments to school districts, charter schools and other public education providers and are not used to distribute federal grants. School districts and charter schools report all spending in their submitted budgets and Annual Financial Reports. The Budget and Annual Financial Report systems are included in Phases II and III of this PIJ, but the addition of new funds or revenue will not impact development of these systems. The Auditor General's Office is responsible for annually updating the Uniform System of Financial Reporting (USFR) which establishes a uniform chart of accounts state-wide for school districts. The fund codes used to report revenue and expenditures associated with COVID-19 federal relief grant monies will be included in the chart of accounts and therefore reflected in the budgets and Annual Financial Reports. The annual updates to the USFR will not impact development of the project.

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:		$515,723
Phase 1 - Part 2 Est. End Date:	6/30/2021								Projected Spend Part 2:		$711,284
									Unassigned Dollars:		$14,545
											$3,000,000

	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	N/A	N/A	N/A	N/A	N/A	$608,038	$1,666,131	$2,274,169
Variance ($)	($460)	$12,888	$16,202	N/A	N/A	N/A	N/A	N/A	$296,853	$866,418	$629,771
Variance (%)	0%	8%	9%	N/A	N/A	N/A	N/A	N/A	33%	34%	22%

APOR Project Milestones

Milestones	Start	Finish	% Complete
APOR Phase I – Part 2 Requirements	1/5/21	4/12/21	100%
Data Input	12/8/2020	2/1/2021	100%
Equalization Base Calculation APOR	12/8/2020	3/1/2021	100%
Adjustments - APOR	2/2/2021	4/26/2021	100%
Workflow - APOR	1/19/2021	3/29/2021	100%
Monthly Payment Calculation - APOR	3/2/2021	4/12/2021	100%
Reports - APOR	2/2/2021	4/12/2021	100%
Hardening & Integration Testing 1	4/13/2021	4/26/2021	0%
Cash Advance	4/13/2021	5/24/2021	0%
Rollover	4/13/2021	5/24/2021	0%
Configuration	4/27/2021	5/24/2021	0%
Hardening & Integration Testing 2	5/25/2021	6/7/2021	0%
User Acceptance Testing	2/16/2021	6/21/2021	35%
Phase II Analysis & Preparation	3/30/2021	5/24/2021	0%

APPENDIX

Project Team & Background

Project Team

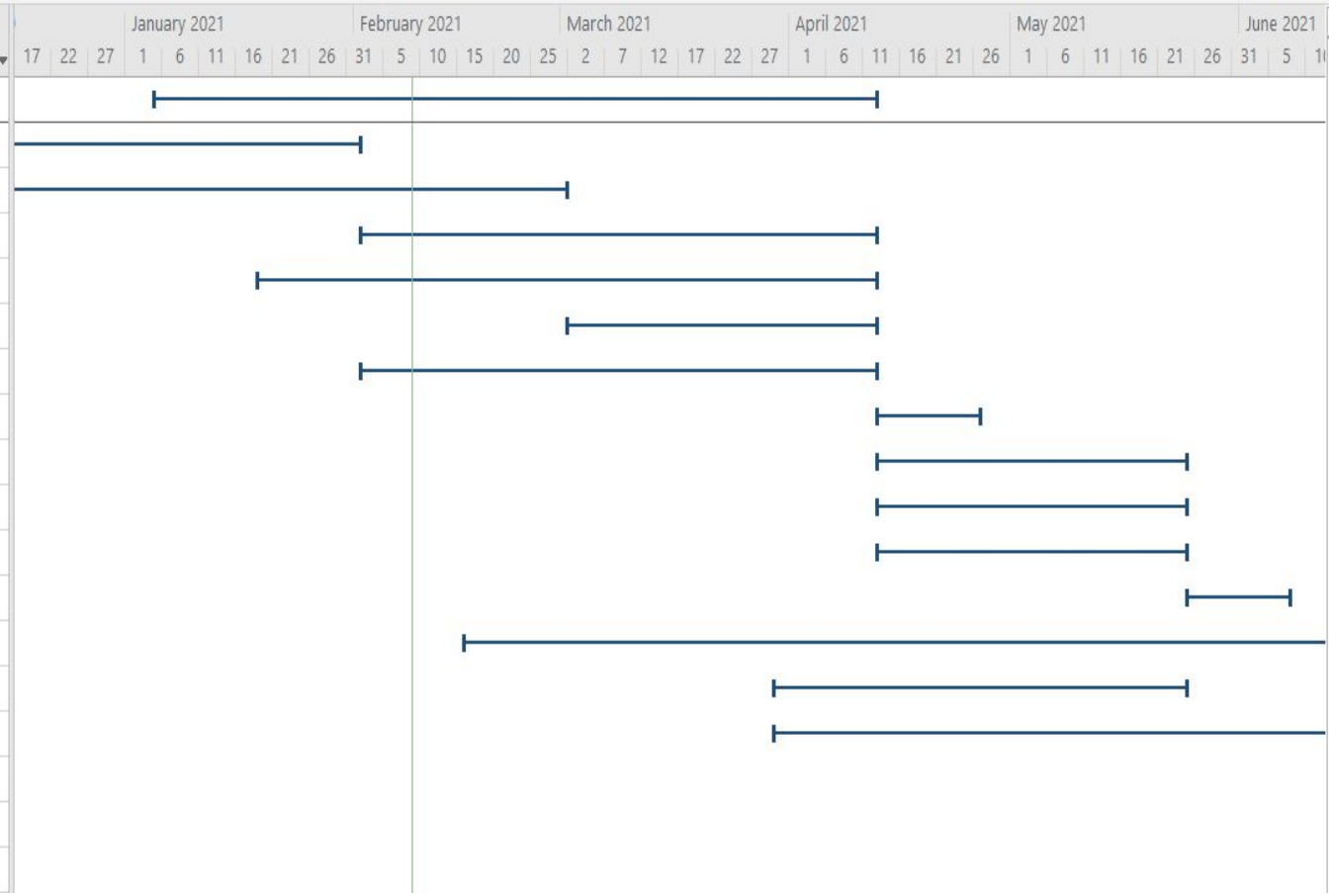
- Whitney Marsh - Deputy Chief of Staff
- Lyle Friesen – Associate Superintendent, School Finance
- Satish Pattisapu – Chief Information Officer
- Britto Augustine – Chief Technology Officer
- Cathy Beck – IT Program Manager
- Nan Nesvig – Senior IT Project Manager

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



APOR User Acceptance Testing Update

UAT Release #2 - Phase I - Part 2 - Tracking by ASET Oversight

APOR - Weekend - #2

UAT Release # 2 APOR Equalization Base Calculation Epic - All Remaining Features Workflow Epic - Payment workflow screens for APOR Reports Epic - BSA 55 - Equalization report - APOR 59 - County Equalization report - APOR 65 - Equalization Assistance by County report

Feature	Start	Finish	Duration /Day	# Created Test	# Executed Test	%	# Pass	# Failed		# Open Bugs	# Resolved Bugs	%	# Bugs In	%		Scheduled/Backlog	%	Severity				Priority				# Open Enhancements	# Resolved Enhancements	%	# Enhancements	%	Scheduled/Backlo	%	Priority		
UAT Release # 2																		sal	High	Medium	Low	1	2	3								1	2	3
Transportation Support Level	3/22/21	4/15/21	24	4	2	50%		2		6	4	67%	2	33%			0	4	1	1		5	1			1		0%		0%	1	100%		1	
Equalization base calculation process chai	3/22/21	4/15/21	24			#DIV/0!						#DIV/0!		#DIV/0!			#DIV/0!										#DIV/0!		#DIV/0!		#DIV/0!			
Transportation Revenue Control Limit	3/22/21	4/15/21	24	4	4	100%	4			2	2	100%		0%			0	2				2				1	1	100%		0%		0%	1		
Base Support Level	3/22/21	4/15/21	24	15	12	80%	11	1		7	7	100%		0%			0	2		5		2	5					#DIV/0!		#DIV/0!		#DIV/0!			
District Support level	3/22/21	4/15/21	24	1		0%						#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Revenue control limit	3/22/21	4/15/21	24	1		0%				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
District Additional Assistance	3/22/21	4/15/21	24	5	1	20%	0	1		3	0	0%	3	100%			0	2		1		2	1			1	1	100%		0%		0%	1		
County equalization assistance	3/22/21	4/15/21	24	12		0%				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Equalization Assistance	3/22/21	4/15/21	24	2		0%				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Qualifying Levy	3/22/21	4/15/21	24	3	1	33%	1			1	1	100%		0%			0			1			1					#DIV/0!		#DIV/0!		#DIV/0!			
Equalization Base	3/22/21	4/15/21	24	5	5	100%	2	3		0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Minimum Tax	3/22/21	4/15/21	24			#DIV/0!				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Payment workflow Screens configuration for Al	3/22/21	4/15/21	24			#DIV/0!				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Payment transfer changes for APOR	3/22/21	4/15/21	24			#DIV/0!				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
Payment review screens for APOR	3/22/21	4/15/21	24			#DIV/0!				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
BSA 55 - Equalization report	3/22/21	4/15/21	24	4	1	25%		1		1		0%		#DIV/0!		1	1											#DIV/0!		#DIV/0!		#DIV/0!			
APOR 59 - County Equalization report	3/22/21	4/15/21	24	4		0%						#DIV/0!		#DIV/0!			#DIV/0!			1			1					#DIV/0!		#DIV/0!		#DIV/0!			
			0			#DIV/0!				0		#DIV/0!		#DIV/0!			#DIV/0!											#DIV/0!		#DIV/0!		#DIV/0!			
				60	26	#DIV/0!	18	8		20	14	#DIV/0!	5	#DIV/0!		1	#DIV/0!	10	1	9	0	11	9	0		3	2	#DIV/0!	0	#DIV/0!	1	#DIV/0!	2	1	0

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