myDEQ Phase 4

Agency Requesting The Project:
Enviromental Quality Department

Business Unit Requesting The Project:
Agency

Sponsor Of the Project:
Bret Parke

Sponsor Title:
ADEQ Deputy Director

Sponsor Phone Number:	**Extension:**
(602)771-2204	

Sponsor Email Address:
parke.bret@azdeq.gov

Has a Project Request been completed for this PIJ?	
	Y

What is the operational issue or business need that the Agency is trying to solve? (i.e. …current process is manual, which increases resource time/costs to the State/Agency, and leads to errors...)
ADEQ processes roughly 28,000 transactions annually via paper form for various permits, reports, and receives payments from roughly 16,000 facilities. This causes ADEQ and the regulated community to enter the data multiple times, increased amount of re-work, and manual reporting. All of this manual effort is error prone and time consuming. This results in permits taking too long to issue, an increased number of facilities out of compliance, and an inefficient process for our customers.

How will solving this issue or addressing this need benefit the State or the Agency?
Implementing the next phase of the myDEQ portal will continue to improve environmental compliance by the regulated community. The public will benefit from more convenient access to public records and environmental information. Automating additional business processes will lead to faster, higher quality inputs from the regulated community.

Describe the proposed solution to this business need:

Phase 4 of myDEQ program proposes to develop additional online services. This is a continuation of the development efforts after the completion of Phases 2 & 3. It will continue to leverage the architecture and foundation deployed during Phase 1.

To describe the solution further - myDEQ application is a 3 tier architectural solution. Presentation layer is developed using XML, CSS 3.0, Java script and Bootstrap frame work. Application/middle tier leverages WSO2 products such as Application Server, ESB, DSS and Identity server. Data layer is an Oracle 11g database known as the Arizona Unified Repository for Informational Tracking of the Environment (AZURITE). myDEQ application is currently hosted on ADEQ data center and we are working with ADOA to migrate the application to ASET platform on AWS by June 2017.

ADEQ will continue using independent third-party reviews and lessons learned during the life of

Has the existing technology environment, into which the proposed solution will be implemented, been documented?	Y

Indicate where that documentation can be found, or provide the information under separate cover before the meeting, otherwise describe below:

Provided under a separate cover

Have the business requirements been gathered, along with any technology requirements that have been identified?	Y

Are you submitting this as a Pre-PIJ in order to issue a Request for Proposal (RFP) to evaluate options and select a solution that meets the project requirements?	N

Will you be completing an assessment/Pilot/RFP phase, i.e., an evaluation by a vendor, third party or your agency, of the current state, needs, and desired future state, in order to determine the cost, effort, approach (RFP or otherwise) and/or feasibility of a project before submitting the full PIJ?	N

Does the project fall into one of the following categories:

- hardware technology refresh/expansion, e.g., replacement/more laptops, radios, peripherals, etc.?	N

Is the proposed procurement the result of an RFP solicitation process?	N

Is this project referenced in your agency's Strategic IT Plan?	Y

Does your agency have a formal project methodology in place?	Y

Describe the high level make-up and roles/responsibilities of the Agency, Vendor(s), and other third parties below: (i.e. …agency will do…vendor wil do…other third parties will do..)

Project Management - Agency
Business Analysis - Agency
Application Development - Agency and Contractors

Will a PM be assigned to manage the project, regardless of whether internal or vendor provided?	Y

If the PM is credentialed, e.g., PMP, CPM, State certification etc., please provide certification information below:

Project Management Professional (PMP)
Certified Scrum Master (CSM)
Lean IT certification

Is a project plan available that reflects the estimated start date and end date of the project, and the supporting milestones for the project?	Y

Have steps needed to roll-out to all impacted parties been incorporated, e.g. communications, planned outages, deployment plan?	Y

Will any phyciscal infrastructure improvements be required prior to the implementation of the proposed solution. e.g., building reconstruction, cabling, etc.?	N

Are there any known resource availability conflicts that could impact the project?	N

Does your schedule have dependencies on any other projects or procurements?	N

Will the implementation involve major end user view or functionality changes?	Y

Will the proposed solution result in a change to a public-facing application or system?	Y

Is a detailed project budget reflecting all of the up-front/startup costs to implement the project available, e.g., hardware, initial software licenses, training, taxes, P&OS, etc.?	
	Y

Have the ongoing support costs for sustaining the proposed solution over a 5-year lifecycle, once the project is complete, been determined, e.g., ongoing vendor hosting costs, annual maintenance and support not acquired upfront, etc.?	
	Y

Have all required funding sources for the project and ongoing support costs been identified?	
	Y

Will the funding for this project expire on a specific date, regardless of project timelines?	
	Y

Provide the dates for the funding availability below:			
Estimated Start	07/01/17	Estimated Finish	06/30/18

Will the funding allocated for this project include any contingency, in the event of cost over-runs or potential changes in scope?	
	Y

Please indicate whether a statewide enterprise solution will be used or select the primary reason for not choosing an enterprise solution:
Statewide Enterprise Solution

Will the technology and all required services be acquired off existing State contract(s)?	
	Y

Will any software be acquired through the current State value-added reseller contract?	
	N

Does the project involve any technology that is new and/or unfamiliar to your agency, e.g., software tool never used before, virtualized server environment?	
	N

Does your agency have experience with the vendor (if known)?	
	Y

Does the vendor (if known) have professional experience with similar projects?	
	Y

Does the project involve any coordination across multiple vendors?	
	N

Does this project require multiple system interfaces, e.g., APIs, data exchange with other external application systems/agencies or other internal systems/divisions?	Y

Have any compatibility issues been identified between the proposed solution and the existing environment, e.g., upgrade to server needed before new COTS solution can be installed?	N

Will a migration/conversion step be required, i.e., data extract, transformation and load?	N

Is this replacing an existing solution?	N

Describe how the agency determined the quantities reflected in the PIJ, e.g., number of hours of P&OS, disk capacity required, number of licenses, etc. for the proposed solution?
They are estimated based on the analysis of business requirements identified for Phase 4.

Does the proposed solution and associated costs reflect any assumptions regarding projected growth, e.g., more users over time, increases in the amount of data to be stored over 5 years?	Y

Does the proposed solution and associated costs include failover and disaster recovery contingencies?	Y

Will the vendor need to configure the proposed solution for use by your agency?	N

Will any application development or customization of the proposed solution be required for the agency to use the product in the current/planned technology environment, e.g., a COTS application that will require custom programming, an agency application that will be entirely custom developed?	Y

Will the customizations inhibit the ability to implement regular product updates, or to move to future versions?	N

Describe who will be customizing the solution below:
Agency staff and contractors.

Do the resources that will be customizing the application have experience with the technology platform being used, e.g., .NET, Java, Drupal?	
	Y

Please select the application development methodology that will be used:
Agile/Scrum

Provide an estimate of the amount of customized development required, e.g., 25% for a COTS application, 100% for pure custom development, and describe how that estimate was determined below:
100%

Are any/all Professional & Outside Services costs associated with the customized development included in the PIJ financials?	
	Y

Have you determined that this project is in compliance with all applicable statutes, regulations, policies, standards, and procedures, including those for network, security, platform, software/application, and/or data/information found at https://aset.az.gov/resources/psp?	
	Y

Are there other high risk project issues that have not been identified as part of this PIJ?	
	N

Will the proposed solution be vendor-hosted?	
	N

Will the proposed solution be hosted on-premise in a state agency?	
	N

Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy be transmitted, stored, or processed with this project?	
	N

What help could ASET offer to increase the probability of project success?
ASET can help migrate myDEQ application to AESP platform by June 30, 2017

Summary of PIJ Financials

Total of Development Cost:	$	3,200,000
Total of Operational Cost:	$	-
Total Costs:	$	3,200,000

Project Cost - Itemized

Item	Description	Category	Development (Implementation) or Operational (Ongoing)	Fiscal Year Spend	Qty or Hours	Unit Cost	Extended Cost	Enter Tax Rate if Applicable (Generally 8.6% for PHX)	Tax	Total Cost
1	Consultants and contractors	Prof & Outside Services	Development	1	34555	$81	$2,798,955		$0	$2,798,955
2	Third Party Review (IV&V)	Prof & Outside Services	Development	1	600	$150	$90,000		$0	$90,000
3	Contingency for scope change	Other	Development	1	3840	$81	$311,045		$0	$311,045
4		[--Select--]	[--Select--]	[--Select--]						
5		[--Select--]	[--Select--]	[--Select--]						
6		[--Select--]	[--Select--]	[--Select--]						
7		[--Select--]	[--Select--]	[--Select--]						
8		[--Select--]	[--Select--]	[--Select--]						
9		[--Select--]	[--Select--]	[--Select--]						
10		[--Select--]	[--Select--]	[--Select--]						
11		[--Select--]	[--Select--]	[--Select--]						
12		[--Select--]	[--Select--]	[--Select--]						
13		[--Select--]	[--Select--]	[--Select--]						
14		[--Select--]	[--Select--]	[--Select--]						
15		[--Select--]	[--Select--]	[--Select--]						
16		[--Select--]	[--Select--]	[--Select--]						
17		[--Select--]	[--Select--]	[--Select--]						

Total Development Cost	$3,200,000
Total Operational Cost	$0
Total Itemization of Costs:	**$3,200,000**

Summary of Funding Sources

Fund Type	% of Project	$ of Project (Available)	$ of Project (To Be Requested)
Base Budget			
APF	100.00%		$3,200,000.00
Other Appropriated			
Federal			
Other Non-Appropriated			

PIJ Development & Operational Cost Summary

Description	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Extended Cost
Professional & Outside Services	Development	$2,888,955	$0	$0	$0	$0	$2,888,955
	Operational	$0	$0	$0	$0	$0	$0
Hardware	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Software	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Communications	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Facilities	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Licensing & Maintenance Fees	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Other	Development	$311,045	$0	$0	$0	$0	$311,045
	Operational	$0	$0	$0	$0	$0	$0
	Development Cost:	$3,200,000	$0	$0	$0	$0	$3,200,000
	Operational Cost:	$0	$0	$0	$0	$0	$0
	Total Cost:						$3,200,000

Areas of Impact

1 **Application Systems**

X	Application Enhancements
X	Internal Use Web Application
	Mobile Application Development
X	Arizona Enterprise Solution Platform (AESP) based Application
X	New Application Development
	az.gov Web Portal Application
	Other: (Please specify below)

2 **Database Systems**

	Data Warehouse/Mart
	Database Consolidation/Migration/Extract Transform and Load Data
	Database Products and Tools:
X	Oracle
	MySQL
	DB2
	MS SQL Server
	Other: (Please specify below)

3 **Software**

	COTS Application Customization
	COTS Application Acquisition
	Mainframe Systems Software
X	Open Source
	PC/LAN Systems Software
	Virtualization
	Other: (Please specify below)

4 **Hardware**

	LAN/WAN Infrastructure
	Mainframe Infrastructure
	Storage Area Network Devices
	Public Safety Radios, Systems
	PC Purchases, Peripherals
	Tape Libraries/Silos
	UPS Devices
	Other: (Please specify below)

5 Hosted Solution (Cloud Implementation)

☐	State Data Center
☐	Commercially Hosted:
X	Amazon (AWS) GovCloud
☐	Century Link - I/O Data Center
☐	AWS (non-government) cloud
☐	Microsoft Azure
☐	Vendor Hosted
☐	Other: (Please explain below)

6 Security

☐	Encryption
☐	Security Appliances:
☐	Firewall
☐	Intrusion Detection System (IDS)
☐	Intrusion Prevention System (IPS)
☐	SecurityControls/Systems - Other: (Please specify below)
☐	Physical Controls (Badging Systems, Iris Scanners, Other: (Please specify below)
☐	Other: (Please specify below)

7 Telecommunications

☐	Network Communications Infrastructure
☐	Telephone Upgrade-Business-Specific
☐	Cabling
☐	Wireless Access Points
☐	Telephony Upgrade-EIC Solution
☐	Trenching
☐	Videoconferencing
☐	Other: (Please specify below)

8 **Enterprise Solutions**

- [ ] Business Intelligence System
- [ ] E-Signatures
- [ ] Geographic Information Systems
- [ ] Other Imaging - Photos, Fingerprints, etc.
- [ ] Document Management/Imaging
- [x] eLicensing
- [ ] Management Systems - Financial, Grants, Asset
- [ ] Disaster Recovery/Business Continuity
- [ ] Other: (Please specify below)

9 **Contract Services/Procurement**

- [ ] Contracted Project Management
- [x] Contractor Support Services
- [ ] Install/Configuration Contract Services
- [ ] State Contract
- [ ] Vendor provided
- [ ] Procurement (RFP, IFB, DPR, etc.)
- [ ] Other: (Please specify below)

PIJ Review Checklist

Role	Name	Email Address	Date Reviewed
Agency Project Sponsor*	**Bret Parke**	parke.bret@azdeq.gov	01/19/17
Agency Chief Information Officer (CIO) (or designee)*	**Gary Heller**	heller.gary@azdeq.gov	01/19/17
Agency Information Security Officer (ISO) (or designee)*	**Dave Crowfoot**	Crowfoot.David@azdeq.gov	01/20/17
ADOA-ASET Engagement Manager *	**Clark Lathrum**	Clark.Lathrum@azdoa.gov	01/20/17
ADOA-ASET Security, Privacy & Risk (ASET-SPR) representative			
Agency CPO or State Procurement Office (SPO) representative			
Agency CFO or Finance representative (if different from CPO)			
Others to Review (if applicable):			
Deputy Chief Information Officer	**Sudhakar Adda**	adda.sudhakar@azdeq.gov	01/19/17

* Required Attendee

Official ADOA-ASET Use Only

X	Has the value of the IT project to the public and the State been identified?
X	Does the proposed solution address the stated problem or situation?
X	Has the budget unit demonstrated competency to carry out the project successfully?
X	Have all applicable questions in the PIJ been addressed?
X	Have the Areas of Impact associated with the project been identified?
X	Is sufficient sponsorship and support by budget unit leadership evidenced in the meeting?
X	Has the compatibility of the proposed solution with other budget unit solutions been addressed?
X	Has a reasonable Project Plan been provided?
X	Has the compliance of the proposed solution with all applicable statewide standards been confirmed?
X	Have any potential risks or issues associated with the project or the proposed solution been identified and appropriately addressed to minimize unintended consequences?
X	Have the cost estimates for the project been vetted for accuracy?
X	Have the PIJ Financials been completed?
X	Have any/all of the following startup costs to implement the project been included under Development in the financial tables, if applicable - tax; shipping; upfront maintenance and support; professional services (P&OS); ancillary software to run on equipment; ancillary hardware to install equipment, e.g., cables; other associated costs, e.g., training, travel, documentation, etc.?
X	Have any/all of the following ongoing/5-year support costs, once the project is implemented, been included under Operational in the financial tables, if applicable - ongoing vendor hosting costs, including any projected increase over time; annual maintenance and support not acquired upfront; extended costs after warranty expiration; P&OS commitments beyond implementation?
X	Have you confirmed that no Full Time Employee (FTE) related costs have been included in the project costs?
X	Have quotes been provided for all itemized costs in the PIJ, e.g., professional services, hardware, software, licensing, etc.?
X	Do the quotes match the itemized list and only reflect those items and costs (within 5%) associated with this project?
X	If not, describe below how the costs in the PIJ differ from the quotes, e.g., if quantities are different, costs are comprised of portions of multiple quotes provided, etc.:
	N/A

If any of the above are not complete, the PIJ cannot be approved at this time…..

PIJ Disposition

	Approved
	Approved with conditions
	Not Approved
✓	Recommended to ITAC
	Recommended to ITAC with conditions

Strategic Program Manager Analysis

Project Background: The Arizona Department of Environmental Quality (ADEQ) has been developing a web portal to automate many of the agency's permitting and compliance processes, through a multi-phase approach. ADEQ has successfully completed phase 1 and phase 2, and is moving forward with phase 3, currently scheduled for completion at fiscal year-end 2017. Leveraging lessons learned, and the success of the first three phases, ADEQ has planned phase 4, which is scheduled to begin at the completion of phase 3. Phase 4 will continue to develop and implement online services to facilitate easier and faster compliance for the regulated community. As with the first three phases, third-party reviews will continue, and be available for review.

Business Solution Justification: Development and implementation of the next phase of the myDEQ portal will continue to improve environmental compliance of the regulated community through automated processes that accommodate convenient, faster and higher quality inputs from the regulated community. The public will benefit from more convenient access to public records and environmental information. ADEQ has demonstrated, through prior project phases, success and competency in developing and implementing automated processes to the myDEQ portal.

Vendor Selection: Throughout phases 1 - 3 ADEQ has demonstrated ability to align project objectives with capable marketplace vendors to achieve success, which is expected to continue during phase 4.

Implementation Methodology: ADEQ intends to provide project management, subject matter and technical expertise, project planning and monitoring controls to help ensure a successful implementation.

Budget or Funding Considerations: The Agency has submitted a budget request for project funding for fiscal year 2018.

There are no outstanding issues or concerns regarding ITAC recommendation of the project as this time. Recommended via Delegated Authority.

Authorized Recommender:	Clark Lathrum	Recommendation Date:	1/20/2017

Condition (If Applicable)