Project Startup Report

Submitted to Large Project Oversight on 1/29/2020

GENERAL INFORMATION

Project Name: Budget Planning and Forecast System

Agency Name: Department of Human Services

Project Sponsor: Donna Auckland

Project Manager: Jacob Chaput

PROJECT DESCRIPTION

Human Services will be implementing Oracle Planning and Budgeting Cloud Service (PBCS) and Oracle Enterprise Performance Reporting Cloud Service (EPRCS) to provide the STATE with a planning and forecasting application for the annual planning process.

BUSINESS NEEDS AND PROBLEMS

Fiscal Administration has identified the following business needs or problems:

1. Modernize and replace the current, manual method of duplicate data entry.
2. Modernize and replace the current, manual method for creation of standard and custom reports.
3. Modernize and replace the current, manual method for data input

PROJECT BASELINES

Project Start Date	Baseline Start Date	Baseline End Date	Baseline Budget
7/1/2019	1/28/2020	6/29/2020	$847,931.00

Notes:

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OBJECTIVES

Business Objective	Measurement Description
Reduce duplicate data entry time by as much as 93% per fiscal staff person.	DHS estimates that five to fifteen hours per week per fiscal staff person is currently spent on duplicate data entry. At the end of the project, DHS will measure the amount of time per week staff is spending on duplicate data entry.
Reduce report creating time by as much as 88% of fiscal staff effort per month.	DHS estimates that thirty to forty (30-40) days of fiscal staff effort per month is currently spent on report creation. At the end of the project, DHS will measure the amount of time per month staff is spending on report creation.
Reduce data entry by as much as 75% per year.	DHS estimates that three to four (3-4) months per fiscal staff person per year is currently spent on data entry. At the end of the project, DHS will measure the amount of time per year staff is spending on data entry.

KEY CONSTRAINTS AND/OR RISKS

Constraints

- Department resources are limited in the number of staff available.
  - During the end of Biennium (2017-2019) reporting cycle Fiscal Administration Staff availability will be limited.
  - Replacement of current fiscal administrative system is expected for the beginning of the 2019-2021 Biennium.

Risk	Impact	Response
Resource shortages and constraints.	Lack of resource availability for this project could impact timelines and project costs.	Well-defined resource forecasting; agreement of necessary resources from management