

# Project Startup Report

Submitted to Project Oversight on 07/26/2021

## GENERAL INFORMATION

**Project Name:** Statewide Budget System

**Agency Name:** Office of Management and Budget

**Project Sponsor:** Stephanie Gullickson

**Project Manager:** Jacob Chaput

## PROJECT DESCRIPTION

The Office of Management and Budget (OMB) Budget Office seeks to enhance its budgeting and reporting processes with a system that meets current and upcoming business needs. In March 2020, the project was initiated to procure a system that would meet these needs. In October 2020, Sherpa was the chosen vendor for their Budget Formulation and Management (BFM) Software as a Service (SaaS) tool. During the 2021 Legislative Session, the project was funded for the 2021-2022 biennium. On July 12<sup>th</sup>, 2021 the project was kicked off with Sherpa with an estimated project completion by May 2, 2022.

## BUSINESS NEEDS AND PROBLEMS

- OMB Budget Office currently lacks the flexibility to configure their system to meet the State's needs. Currently staff needs to manually enter data to achieve necessary results.
- OMB Budget Office requires workflows and enhanced reporting functions to reduce staff time required for publishing budget documents.
- OMB Budget Office seeks to increase transparency by presenting budgetary data in intuitive dashboards in lieu of reports.

## PROJECT BASELINES

Project Start Date	Baseline End Date	Baseline Budget	Funding Source
3/06/2020	7/12/2021	\$1,289,604	General

## OBJECTIVES

Business Objective	Measurement Description
Increase staff efficiency due to more accurate reporting	Reduce manual entries by up to 50% during budget publication time
Decrease training and questions for end users	Once users are trained on the new system, they will be surveyed on if they found the system intuitive to use and if they needed follow-up training on the same topics. Success will be a majority of survey respondents finding the system intuitive and less than 25% requiring follow-up training.
Increase ease of use for citizens to retrieve budget information	Use of public facing resources related to budget increased by over 5% through observing web traffic before and one month after release of resources

## KEY CONSTRAINTS AND/OR RISKS

- New system must be in place by May 15, 2022 to begin budget building
- Agencies will need sufficient training to build a budget by July 15, 2022
- OMB is required to provide an executive budget recommendation to the Legislative body during their organizational session the first week of December
- The budget is legislatively driven – any shortfalls in what is allocated will need to be provided by carryover funding