

Project Startup Report

Submitted to Project Oversight on 07/25/2022

GENERAL INFORMATION

Project Name: Teachers' Fund for Retirement Pension Administration System Replacement

Agency Name: Retirement and Investment Office

Project Sponsor: Janilyn Murtha

Project Manager: Kelly McShane

PROJECT DESCRIPTION

The Teachers' Fund for Retirement (TFFR) seeks to replace their existing legacy Pension Administration System (PAS) with a new solution that meets current and upcoming business needs. In June 2021, a Request for Proposal (RFP) was issued by the Retirement and Investment Office (RIO) TFFR to procure and implement a modernized TFFR PAS utilizing a commercial off-the-shelf (COTS), modified off-the-shelf (MOTS), or software as a service (SaaS) solution with abilities to fit TFFR's business needs. Following the State's Procurement and Evaluation methodology, Sagitec Solutions was the chosen vendor and a contract was executed between the State of North Dakota and Sagitec Solutions in March 2022. The project officially has a start date of April 4th, 2022 and a formal project kickoff meeting was held onsite at NDRIO among the various parties (i.e., NDRIO/TFFR, State IT, Sagitec and Segal) on May 16th and 17th 2022. The project has an estimated completion of December 2024.

BUSINESS NEEDS AND PROBLEMS

- TFFR's current PAS is outdated. The functionality and technical architecture of this client-server technology is at the end of its product release lifecycle.
- Reinvent and transform the way TFFR conducts business by utilizing updated technology, provide enhanced security and streamline processes throughout the new system.
- Enhance and improve Member and Employer self-service portal experience.

PROJECT BASELINES

Project Start Date	Baseline End Date	Baseline Budget	Funding Source
September 29, 2020	December 19, 2024	\$9,000,000.00	Special: Teachers' Fund for Retirement

OBJECTIVES

Business Objective	Measurement Description
Create and enhance functionality of Member and Employer self-service portals to meet the needs of citizen user groups (active and retired teachers and employers).	Increase new member logins by 20% within one-year of go-live.
Reinvent and transform the way TFFR conducts business by redefining business plan and processes to increase efficiencies.	One year post go-live, decrease time spent on manual tasks by 10-15%.
Provide an interactive web-based solution that is accessible from multiple device types.	Implement a solution that uses modern technology.

KEY CONSTRAINTS AND/OR RISKS

- Constraint: The budget is legislatively driven. Any shortfalls in what is allocated will need to be provided by carry-over funding.
- Constraint: All TFFR employers/reporters must report in a standardized way.