Project Startup Report

Submitted to Large Project Oversight on 3/9/2020

GENERAL INFORMATION

Project Name: myWSI Release 3.1

Agency Name: Workforce Safety and Insurance

Project Sponsor: Valerie Kingsley

Project Manager: Jennifer Kunz

PROJECT DESCRIPTION

Over the past three years, ND Workforce Safety and Insurance (WSI) developed, launched and added various features to its extranet portal (myWSI). myWSI is a secure portal for injured workers, employers, and medical providers to access, submit, and view user specific information related to WSI. To date, the project has had an initial platform release along with two feature releases.

This project (Release 3.1) will add features to myWSI which were envisioned early in the planning of the extranet portal. Features are being gradually added to myWSI due to time, budget, and resource constraints.

BUSINESS NEEDS AND PROBLEMS

Increase availability and usage of information for WSI's stakeholders and partners.

PROJECT BASELINES

Project Start Date	Baseline Start Date	Baseline End Date	Baseline Budget
7/15/2019	11/19/2019	9/1/2020	$599,312

Notes:

OBJECTIVES

Business Objective	Measurement Description
Business Need 1: Increase the availability and usage of information for WSI's stakeholders and partners. Objective 1: Improved customer service and internal efficiency.	At project start, the team will gather metrics pertaining to the availability and usage of the in-scope functions. Six months after go-live, those functions (then in myWSI) will be measured in terms of availability and usage and see an increase of 25%.

KEY CONSTRAINTS AND/OR RISKS

The project has the following constraints:

- The project must go-live jointly with CAPS Release 7.

- Cost, schedule, scope, and quality are often in conflict during projects. The sponsor elected to prioritize these constraints as displayed in the following matrix:

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Table 1: Constraint Matrix

CONSTRAINT	Accept	Flexible	Fixed
Cost	X		
Schedule	X		
Scope		X	
Quality			X

Constraint Matrix General Guidelines:

- Accept: The constraint is the first place to adjust to account for a change in the project
- Flexible: A change can occur in this constraint only after the options that made changes in the constraint marked "Accept" are exhausted
- Fixed: No changes are desired in the constraint unless all other options have been exhausted

Constraint Matrix Rules:

- Each constraint can be in only one column (Accept, Flexible, or Fixed)
- There can be only one Flexible constraint