PROJECT NAME	HRIS Replacement Project		
AGENCY	**DAS**	DATE	**12/8/2014**
DIVISION	**Office of the COO**	DAS Control #	*16-007*
AGENCY CONTACT	**Joyce Martinez**	PHONE NUMBER	**971-600-8585**

SERVICES SUMMARY	PROJECT COST SUMMARY *(Including development and operating costs)*
☐ System Design Programming ☐ Planning and Project Management X Project Review ☐ LAN Consulting ☐ Education and Training ☐ Maintenance ☐ Other _____	Hardware $ _____N/A_____ Software $ $1,230,843 (annual subscription fee) X 2 Services $ $3,625,820 Other $ $9,509,059 State Project Personnel TOTAL $ $15,596,565 (estimate)
Madilyn Zike, CHRO 12/8/2014	Alex Petitt, State CIO 12/8/2014
Agency Business Owner **date**	**Agency Technology Manager** **date**

ATTACHMENTS	☐ Statement of Work X Business Case Analysis ☐ Feasibility Study
	☐ Strategic Plan ☐ Other _____

DAS COMMENTS:

See attached memo.

~signature~ 1/15/2016	~signature~ 1/20/16
CIO Analyst date	State CIO (or designee) date

NOTE: Guidelines for completing this form are contained in the DAS/Information Technology Investment Review/Approval Policy

To: Alex Pettit, State CIO
From: Ying Ki Kwong, QA Program, Office of the State CIO
Subject: HRIS Project – IRR Approval and Endorsement for Stage 1 & 2 with conditions
Date: January 15, 2016

The HRIS Project has materially completed all requirements of Stage 1 and Stage 2 of the Stage Gate Review Process, as defined in Exhibit C of the statewide QA Policy (Policy 107-004-030 PO and companion Procedure 107-004-030 PR). This determination was made on the basis of my review of the Project's Business Case, the Project's Project Plan, and related Stage 1 and Stage 2 artifacts; as well as independent QA contractor deliverables prepared by Case Associates.

This memo documents OSCIO Endorsement of Stage Gate 1 and Stage Gate 2 and recommends State CIO approval of the project's IRR / Business Case package with the following conditions:

1. The Project will develop a Roadmap that identifies HRIS and related enterprise systems for which replacement or modernization are expected. The Project should involve consultants where appropriate. As needed, the Project will update Business Case and Project Plan as part of its Stage 3 work activities.

2. The Project will research best practices in planning replacement or modernization of major enterprise systems. The Project should involve consultants where appropriate. As needed, the Project will update Business Case and Project Plan as part of its Stage 3 work activities.

3. The Project will research best practices in system integration and contractual arrangements with system integrators when implementing replacement or modernization of major enterprise systems. The Project should involve consultants where appropriate. As needed, the Project will update Business Case and Project Plan as part of its Stage 3 work activities.

4. The Project will complete all artifacts required for Stage 3 as defined in Exhibit C of the QA Policy. The Project should involve consultants where appropriate.

5. The project will work with the Office of the State CIO to procure an independent QA contractor during Stage 3 for professional services needed in Stage 3 and Stage 4.

Analysis prepared by,

Ying Ki Kwong

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PROBLEM STATEMENT *(Identify problem, opportunity, or mandate [legislative, Federal, etc.]. Include summary statement of business process(es) and stakeholders affected.)*

The project purpose is to replace the two statewide systems that compose the current HRIS: the Position and Personnel Data Base (PPDB) and the Position Information Control System (PICS). PPDB and PICS track approximately 45,000 permanent and seasonal positions, which equates to almost 38,000 full-time equivalents (FTEs). All State Agencies use PPDB and PICS for employee and position management. When asked to identify their pain points and greatest area of need for computing support, agencies identified PPDB and PICS as their highest priority for replacement from among the outdated enterprise-wide systems. This Business Case contains the in-depth analysis, cost estimates and other project-related items considered by the project team to determine the best approach to delivering a replacement HRIS that can provide an expandable foundation that could facilitate further system replacements.

AGENCY ANALYSIS *(Identify alternatives considered and significant reasons for the alternative chosen. Include summary of agency analysis related to cost/benefit, feasibility, risk assessment, impacts on current environment, and other relevant business factors.)*

Please see the business case for these specifics.

PROJECT SUMMARY *(Provide summary narrative of the current project. Include summary statement of work, community/stakeholder impact, enterprise implications and opportunities, and alignment with the State of Oregon Enterprise Information Technology Strategy and published enterprise architecture and standards.)*

Please see the business case for these specifics.

Does this project conform to program and information technology related statutes, administrative rules, executive orders, and statewide policies?   X Yes   ☐ No   ☐ Don't Know

If not, please provide justification: _____

BUDGET IMPACT *(Provide summary narrative of the budget and resource implications of this project, as well as its relevance to the core mission of the agency.)*

Please see the business case for these specifics.

FUNDING SOURCE   X General Funds   ☐ Federal Funds   ☐ Lottery Funds   ☐ Other Funds

If Other Funds, please identify source ___ Alternative funding sources are being considered such as Vendor Financing.

CONTRACT SUMMARY *(attach statement of work from procurement document)*			
RFP is currently being developed.			
☐ Personal Services	☐ Goods	☐ Trade Services	☐ PO/CRO/Task Order
Contract Amount _____	End Date _____		Amendment # _____

PRODUCT/HARDWARE SUMMARY	HOST-BASED SOFTWARE
Please indicate required hardware (if known): N/A The solution will be either vendor hosted or SaaS.	☐ System _____ ☐ LAN/WAN _____ ☐ Development _____ ☐ DBMS _____ ☐ Application _____ ☐ Other _____TBD_____

IRR COMPLETION PROCESS

1. At the commencement of an information technology-related project, agency prepares form, business case and any supporting documentation required.

2. Agency obtains Agency Business Owner and Agency Technology Manager signatures or e-mail approvals.

3. Agency sends IRR, business case and any supporting documentation to:

   Department of Administrative Services
   Chief Information Office
   155 Cottage Street NE (4th Floor)
   Salem, OR 97301

   or by e-mail to: IT_Investment.Review@das.state.or.us

4. DAS will review and provide analysis related to completeness of the IRR and business case based on the context of the Information Technology Review/Approval Policy and potential enterprise applications and impact on enterprise programs.

5. If form is complete, IRR and accompanying analysis is forwarded to the State CIO for approval
       OR
   If form is not complete, documentation is returned to Agency with explanation.

6. After documentation is approved, the IRR is returned to the Agency with DAS Control Number.

7. Agency forwards approved IRR with procurement documents to Dept. of Justice and DAS State Procurement Office

Total Project Cost or Purchase Price:	Agency-Provided Supporting Documentation	Approval required
≥ $150,000	• Conform with Information Technology Investment Review/Approval Policy • Information Resource Request • Business Case • Any additional supporting documentation	State CIO
NOTE:	• Some projects may require Independent Quality Assurance Reviews as per the Technology Investment Strategy Development And Quality Assurance Reviews Policy Circumstances may include the following: Those projects that are required by legislative action or executive mandate to have independent reviews, and information technology projects that meet three of the following criteria, shall provide for an independent quality assurance review. ▪ The system, application or infrastructure affected	State CIO

		by the project is considered mission critical by the affected agency or DAS. ■ The project schedule exceeds one year in duration.	
		■ The project scope includes changes or enhancements to systems, applications or infrastructure managed or maintained by more than one state agency or government entity. ■ The complexity of the project is deemed medium or higher using the Department of Human Services, Business and Technical Assessment (Exhibit A) or similar tool that has been approved by DAS. ■ The total project costs are estimated to be greater that $1,000,000.	