

# Project Portfolio Executive Summary for September 2016

## UW Enterprise Projects

Projects - Yellow	Sponsor	Oversight Level *	Project Health **	Overall Risk Rating ***	Budget Rating	Schedule Rating	Scope Rating	Issues Rating	Actual Cost (Project Life)	Budget (Project Life)
<b>HR/Payroll Modernization</b>	Kelli Trosvig Mindy Kornberg Cheryl Cameron Ruth Mahan Gary Quarfoth Dave Anderson	3 - OCIO	<b>Yellow</b>	10	2	2	3	3	\$46,157,024	\$71,284,909

**Project Status:**

**Regents Support Extension:** In mid-May, the HR/Payroll Modernization program received an additional \$7.8 million in funding and a one-year extension of the go-live timeline (to summer 2017) from the Board of Regents. Since that decision, the program has achieved several key milestones and remains on time and on budget.

**May-August Milestones:** The HR/P Modernization program made significant progress this summer.

- Completion of DIVE (Design Integrity Validation exercises – a review of future state process designs and early configuration of those designs within Workday) with business owners led to unanimous sign-off on all future state process designs presented.
- Completion of Benefits DIVE led to Health Care Authority sign-off on all presented future state process designs.
- The second cycle of parallel payroll testing (PPT) is complete (90% gross and net, meeting exit criteria). Parallel payroll testing is the best indication we have that payroll will be accurate at go-live. We will complete four more cycles of PPT prior to go-live.
- The detailed design for the Integrated Service Center was presented to campus through two sessions with the Transforming Administration Program. An Executive Director position for the ISC has been posted, and other position descriptions are in legal review.
- The program’s Integrated Change Management (ICM) team completed “Campus Foundations,” providing an orientation to Workday for about 350 campus administrators and leaders. In September and October, ICM will lead Future State Process Sessions to go over critical campus-facing business processes with unit readiness leads.

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<b>Transportation System Improvement Project</b>	Charles Kennedy	1 - UW	Yellow	10	4	2	2	2	\$1,128,467	\$1,440,200
<p><b>Project Status:</b> Project closeout is underway. Several items remain to be completed but are scheduled within the next two weeks. The final cost of the project is expected to run approximately 8% over initial quote due to change of scope by the University, primarily at E1 and Triangle.</p>										

# Project Portfolio Executive Summary for September 2016

## UW Medicine Projects

Projects - Green	Sponsor	Oversight Level *	Project Health **	Overall Risk Rating ***	Budget Rating	Schedule Rating	Scope Rating	Issues Rating	Actual Cost (Project Life)	Budget (Project Life)
Pharmacy Inventory Management System	Shabir Somani	2 - UW	Green	9	2	2	2	3	\$3,124,058	\$6,941,089

### Project Status:

The Pharmacy Inventory Management System (PIMS) Project is on schedule to complete the Planning and Analysis Phase by the end of September. The project has completed a detailed, effort-driven project schedule. The project is targeting a 14-month timeline for going live at UWMC, based on the following assumptions:

- Required project resources are onboard by end of October.
- Tecsyes delivers on schedule a data management solution for the Items Catalog.
- No major functionality is missing from solution design and development.

Current major activities include:

- Revised investment plan to be approved by VP UW-IT/CIO (target mid-October).
- Developed detailed, effort-driven Project Schedule (14-month timeline for UWMC go-live).
- Finalizing signoff between UW Medicine (UWM) and Tecsyes on project schedule.
- Recruiting for additional project resources (2 Pharmacists, 2 Pharmacy Technicians, and 1 Report Writer).
- Developed and approved Project Governance and Accountability Structure.
- Tecsyes delivered and installed EliteSeries v9.4; initial configuration and testing completed.
- Finalized and approved several project planning deliverables: Project Charter, Test Plan, Organizational Management Plan, Communications Plan, Hi-Level Interface Design.
- Continued UW Medicine participation in Tecsyes R&D deep dive and review sessions (v9.5).
- Designed interface mapping between Tecsyes Elite system and UWM EHRs, BD Pyxis, and Pharmacy Vendors.
- Completed current state site visits at UWMC, NWH, HMC, SCCA, and VMC.
- Collaborated with Tecsyes in developing strategy to address Items Catalog issue (see Major Risks/Issues below).
- Transitioned new Project Director from Pam Wareham to Don Bomgaars.
- Continued engagement of ongoing external QA consultants (closed 13 external QA findings, opened 4 new findings; 4 total remain open).

Upcoming major milestones include:

- Project Kickoff 9/9/16
- Planning & Analysis Phase Complete – Target 9/30/16
- Application Training – Target 9/26-10/7, 2016
- Tecsyes Delivery of "Phase 1 Items Wizard" – Target 10/31/16

Major Risks/Issues:

- Issue – The current EliteSeries data management tools and processes will require a manual build of the Elite Items Catalog, resulting in a large level-of-effort (estimated 3,500-5,000 hours). Mitigation: Tecsyes has agreed to develop a better, automated solution; UWM will continue to manually build the Pharmacy Items Catalog.
- Risk – The project will require additional resources to execute the current schedule. Mitigation: Project leadership has approved the hiring of additional resources (targeting resources to be onboarded by 10/31/16); and project leadership has requested a \$500,000 budget variance for additional resources (pending approval).
- Risk – Although Tecsyes has health system industry experience and the solution is highly integrated, specific pharmacy operations components are new to them.

Mitigation: Planning for extensive testing of the new Elite software solution, as well as integrated testing with the UWM systems across the five entities.

Note budget, schedule, and scope are considered tracking "on plan" as we have re-baselined the project using the revised effort-driven project plan and revised investment plan.

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* Oversight Level Key	
1	Overseen by UW management and staff. Requires OCIO approval and reporting if over delegated authority.
2	OCIO approval required and regular project reporting. Quality Assurance (QA) reporting required, maybe internal or external. OCIO may recommend project to be full Technology Services Board (TSB) oversight.
3	High severity and/or high risk, subject to full TSB oversight, which includes TSB approval, written reports to the TSB, periodic status reports to the TSB by the agency director and staff, and submission of other reports as directed by the TSB. External QA reporting required.

** Project Health Key	
<b>Green</b>	Project is on time, on budget, and within defined scope. <b>Overall Risk Rating where 4-9 is Green.</b>
<b>Yellow</b>	Changes to scope, budget, or resources have placed project at some risk. Project has the potential for delays or scope changes. <b>Overall Risk Rating where 10-14 is Yellow.</b>
<b>Red</b>	Major changes to scope, budget or resources have placed project at critical risk. One or more of the following must change in order to proceed: project schedule, resources, budget, scope. <b>Overall Risk Rating where 15-20 is Red.</b>

**Note for UW Medicine:** project oversight levels 2 & 3 report to UW management

*** IT Project Risk Ratings	
Current Risk Rating	Use the scale below to rate current performance on <b>Budget, Schedule</b> and <b>Scope</b> (select appropriate number for each)
Budget =	1 = Performing better than project plan; ahead by 5% or more 2 = Performance is on plan
Schedule =	3 = Behind plan, but within 5% of original targets 4 = Behind plan between 6% to 10% and likely to use/using contingency
Scope =	5 = Greater than 10% behind plan and more than half of contingency used
Current Risk Rating	Use the scale below to rate current impact of <b>Issues</b> and other factors relevant to the project (select one number for this measure)
Issues =	1 = No risks or issues identified at this time 2 = Some identified but minor, no impacts anticipated 3 = Some that could impact the project are being managed, with minimal impact anticipated 4 = Significant risks/issues/other factors identified but not yet managed 5 = Risks/issues being managed but will have significant impact (greater than 10%) on project budget, schedule and/or scope