

Project Closeout Report

Submitted to Large Project Oversight on 08/20/2020

GENERAL INFORMATION

Project Name: Budget Planning and Forecast System

Agency Name: Department of Human Services

Project Sponsor: Donna Aukland

Project Manager: Jacob Chaput

SCHEDULE AND COST METRICS

	Baseline Start Date	Baseline End Date	Baseline Budget	Actual Finish Date	Schedule Variance	Actual Cost	Cost Variance
Original Baseline	9/23/2019	6/30/2020	\$847,931.00	8/13/2020	14% over	\$820,961.30	3% under
Final Baseline		6/30/2020	\$847,931.00	8/13/2020	14% over	\$820,961.30	3% under

Notes:

Long Term Forecasting module required rebuilding to meet quality standards. This required the use of risk contingency dollars and extended the actual finish date by over a month.

MAJOR SCOPE CHANGES

No major scope changes were made to the project

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OBJECTIVES

Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome
Reduce duplicate data entry time by as much as 93% per fiscal staff person.	DHS estimates that five to fifteen hours per week per fiscal staff person is currently spent on duplicate data entry. At the end of the project, DHS will measure the amount of time per week staff is spending on duplicate data entry.	Met	DHS Fiscal staff with prior budget cycle experience have seen a three-fold time savings as 3 levels of storage have been reduced to one.
Reduce report creating time by as much as 88% of fiscal staff effort per month.	DHS estimates that thirty to forty (30-40) days of fiscal staff effort per month is currently spent on report creation. At the end of the project, DHS will measure the amount of time per month staff is spending on report creation.	Met	New system has reduced report generation from days to hours in some circumstances.
Reduce data entry by as much as 75% per year.	DHS estimates that three to four (3-4) months per fiscal staff person per year is currently spent on data entry. At the end of the project, DHS will measure the amount of time per year staff is spending on data entry.	Met	Automated imports and processes built into the new system have reduced data entry. DHS Fiscal will evaluate actual yearly savings in 2021.

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POST-IMPLEMENTATION REPORT

Post-Implementation Reports are to be performed after a project is completed. A "PIR" is a process that utilizes surveys and meetings to determine what happened in the project and identifies actions for improvement going forward. Typical PIR findings include, "What did we do well?" "What did we learn?" "What should we do differently next time?"

Lesson Learned, Success Story, Idea for Next Time, Etc.

"The commitment of the team members that were dedicated to this project and kept it rolling was phenomenal great job administrators."

"The Admin Team - Eric, Steve and Lyndon took ownership of the application immediately - they helped design, build, test and trained right from the start. This is huge in the adoption of the application and acceptance of the system by the end users. The Assistant CFO's participation was instrumental in the success of the project - they described current processes, "to-be processes", efficiencies and transparencies they wanted to accomplish with the new system. They supported the DHS Admin Team and were open to ideas that CherryRoad presented to them. At every step of the implementation the Asst CFO's would hop on calls whenever we needed them - sometimes on short notice. Their involvement was appreciated, and everyone could see how vested they were in the process. The users who performed end user testing acceptance - in addition to their daily tasks, they committed to testing the various modules of the system, created their own testing scripts, tested, reported errors and re-tested. This got their hands in the system right away so they could help lead their counterparts when we went live. I can't stress enough what a great, strong team effort this was by DHS. Their participation made this implementation a success."

"Verifying what is being developed along the way. Ensure both parties are understanding each other."

"Seeing examples specific to my area. Even just one department from start to finish. Smaller, more focused groups. Sometimes with a large group and many unique needs it would feel like information overload."