Project Startup Report

Submitted to Project Oversight on 04/05/2024

GENERAL INFORMATION

Project Name: NDPDES Migration to CERIS

Agency Name: North Dakota Department of Environmental Quality

Project Sponsor: Marty Haroldson

Project Manager: Gary Haberstroh

PROJECT DESCRIPTION

This project is to migrate the NDDEQ Water Quality Division's NDPDES Permits Program data into the CERIS web-based application from Windsor Solutions. CERIS is a Commercial Off the Shelf Environmental Regulatory data management system which is already being used by the Department's Air Quality Division.

BUSINESS NEEDS AND PROBLEMS

1.   A data system that will be easier to maintain and requires less staff time to support, maintain and update.

2.   The current online reporting system is limited in functionality, has technical issues that are unable to be fixed and is difficult for end users to use.

3.   Reduce staff time supporting multiple data system and simplify access for external users by having a single online site for multiple DEQ Program areas. Add text here.

PROJECT BASELINES

Project Start Date	Baseline End Date	Baseline Budget	Funding Source
9/8/2023	4/21/2024	$682,082	General, Federal and Special Funds

Notes:

General Funds - $115,000

Federal Funds - $107,000

Special Funds – $460,082

OBJECTIVES

	Objective	Measurement(s)
1	Staff time for maintenance, updates, and support reduced by 50% within the first year after implementation	After 1 year of operation evaluate the time spent by staff on maintenance and supporting users on the system and determine if there is a reduction in the amount of time maintaining and supporting the system. Track the time spent by staff to maintain and support users on the current system for the 6 months prior to implementation of the new system and use that as the baseline. Then 6 months after go live, measure the times spent on maintenance and supporting users from 6 months to 1 year after go live. After 1 year, compare to the baseline.

Template Version 9/08/21

Objective		Measurement(s)
2	95% of required reports and 75% of applications and Notice of Intents (NOI's) submitted electronically after 1 year of operation.	When the system is in production for 1 year, the program will evaluate the number of required reports and the number of application forms and determine what % came in electronically and what % were received on paper.
3	Online reporting functionality is used as much as ERIS system.	Within 9 months after going live, evaluate function of CERIS and see if the number of users submitting reports online is greater than the number of users submitting through ERIS as measured by number of users submitting reports for the 3–9-month period after go live as compared to the number of users submitting reports in the 6 months prior to go live.
4	10% increase in users who find new system easier to use for submitting reports.	Survey ERIS users 6 months prior to implementation of the new system and then survey these users 8 months after the new system is in production to get their assessment if the new system is easier to use and more functional. Determine what % of users find the new system easier to use and more functional than the ERIS system.

KEY CONSTRAINTS AND/OR RISKS

Add text here.

- There is a fixed amount of appropriation for this project that must not be exceeded.

- Implementation of this system will be done with existing staff. There is no funding or plan for new or temporary staff to assist with this project.