

Iterative Project Report for Programs & Multi-Year Phased Projects

Submitted to Project Oversight on 10/21/2025

GENERAL INFORMATION

Program/Project Name: Child Nutrition and Food Distribution – NDFOODS 5.1

Agency Name: North Dakota Department of Public Instruction

Program/Project Sponsor: Lynelle Johnson

Program/Project Manager: Brenda Bulawa

PROJECT DESCRIPTION

The North Dakota Department of Public Instruction (NDDPI) will use the Non-Competitive Technology Innovation Grant (nTIG) United States Department of Agriculture (USDA) funds to update and enhance the current state-developed Child Nutrition and Food Distribution business management system.

BUSINESS NEEDS

- Improve data management processes for internal and external users for more efficient program management and accurate reporting
- Current program management processes should not require a large manual effort to complete
- Currently the financial component of the system introduces risk for human error because staff manually manipulate payment data for federal reporting purposes
- Federal reporting is not being electronically sent to the USDA due to the manual creation of the report

PROGRAM/PROJECT FORMAT

Program/Project Start Date: 08/26/24

Budget Allocation at Time of Initial Start Date: \$337,636.70

How Many Phases Expected at Time of Initial Start Date: Unknown at this time

Phase Approach Description: Iterative

Estimated End Date for All Phases Known at Time of Initial Start Date: Due to the amount of work, it is unknown at this time the estimated end date.

Note:

NDFOODS 5.0 spent \$550,756.15 in nTig grant funding to procure and implement a commercial-off-the-shelf (COTS) product, however, the project was canceled due to the vendor's inability to meet the needs of the state.

NTIG funds, years 2021, 2022, 2023, and 2024, make up the current budget allocation. NTIG 2025 funds may be available if more funding is required.

PROGRAM/PROJECT ROAD MAP

The program road map shows the high-level plan or vision for the program/projects/phases. It is intended to offer a picture of the lifespan of all the effort that is expected to be required to achieve the business objectives.

Project/ Phase	Title	Scope Statement	Estimated Months Duration	Estimated Budget
Project 1	Project 1	Update and enhance the current NDFOOD system	19	\$240,095.82
Project 2	Project 2	TBD	TBD	TBD

Project/ Phase	Title	Scope Statement	Estimated Months Duration	Estimated Budget

Note:

NDFOODS 5.0 COTS procurement and implementation was scheduled to be 55 months. After 33 months the project was cancelled on 08/23/24.

PROJECT BASELINES

The baselines below are entered for only those projects or phases that have been planned. At the completion of a project or phase a new planning effort will occur to baseline the next project/phase and any known actual finish dates and costs for completed projects/phases will be recorded. The iterative report will be submitted again with the new information.

Project/ Phase	Project/ Phase Start Date	Baseline End Date	Baseline Budget	Funding Source	Actual Finish Date	Schedule Variance	Actual Cost	Cost Variance
Project 1	08/26/24	02/26/26	\$240,095.82	Federal				
			\$0					
			\$0					

Notes:

N/A

OBJECTIVES

Project/ Phase	Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome
Project 1	Streamline defragmented data reporting to increase operational efficiency by 80%	Multiple reports are run to gather Federal Award Identification Number (FAIN) payment and sponsor information. NDDPI Fiscal staff timed the amount of time to generate this report, it took 45 to 60 minutes. After implementation it will take 10 minutes to run the report increasing operational efficiency by 80%.		
	Update processes to reduce the amount of manual manipulation that can cause errors by 75%	Yearly, in July, it takes 40 hours for NDDPI Child Nutrition and Food staff to run and manipulate the Year End Summary Report. After implementation, and when the yearly report is due, the staff will run the report and time how long it takes. When completed there will be a decrease of 75% in time and effort.		

Project/ Phase	Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome
	Reduce the time fiscal staff need to complete monthly Federal Funding Accountability and Transparency Act (FFATA) reports by 80%	The baseline to create the FFATA report is an average of 8 hours. Within 60 days after implementation a survey will be conducted during the next FFATA reporting period and it will only take 1.5hrs to generate this report.		
	Reduce the number of spreadsheets used by internal staff to track data outside of the system by 25%	Currently there are 200 spreadsheets used by internal staff to track information outside of the system. 30-days after implementation another review will be conducted and there will be a 25% decrease in the number of spreadsheets.		
	Increase the efficiency of internal reporting for Food Distribution by decreasing the number of reports by 25%	Internal food distribution staff, 1-month before implementation, will survey the number of reports and fields required for reporting. The same survey will be done 2-months after implementation there will be a 25% decrease in the number of reports needed to be polled for the same data.		
	System editing checks will be more dependable decreasing the number of flagged claims by 75%	NDDPI program managers currently manually approve 30 claims per month that are flagged due to broken edit checks. 1-Month after implementation there will be a 75% decrease in the number of claims being flagged from bad edit checks.		

KEY LESSONS LEARNED AND SUCCESS STORIES

A lessons learned effort is performed after each project or phase is completed. This process uses surveys and meetings to determine what happened in the project/phase and identifies actions for improvement going forward. Typical findings include, "What did we do well?" and "What didn't go well and how can we fix it the next time?"

Project/ Phase	Key Lessons Learned and Success Stories
Project 1	TBD

KEY CONSTRAINTS AND/OR RISKS

The USDA determines the amount of available nTIG grant funds that get released yearly. The nTIG grant funds are used for staffing, office space, operations and maintenance of existing system, and any future work. The total amount varies year to year which can limit what work can be done in the future.

Due to the unprecedented government shutdown, it is unknown if there will be available funding for future nTIG grants. NDDPI and NDIT will continue on working on updating the existing system if funding is available.