PROJECT STARTUP REPORT

Submitted to Large Project Oversight on 11/21/2018

GENERAL INFORMATION

Project Name: NDFoods 4.0
Agency Name: Department of Public Instruction
Project Sponsor: Linda Schloer
Project Manager: Kelly Quintus

PROJECT DESCRIPTION

Originally developed and implemented in 2012 by the ND Information Technology Department (ITD), NDFoods is a computer system for program application, claims and United States Department of Agriculture (USDA) Foods management. While the application has been a good product for the Department of Public Instruction (DPI), it is in need of repair and upgrading to meet the current needs of the agency and its customers.

Since its implementation, DPI has identified several system components and functions that should be more user-friendly and provide better data reporting and analysis. DPI has met with the Information Technology Department (ITD) to review all of the NDFoods components and functions and to develop a plan for completing an update of the system.

Some of these updates were completed in the NDFoods 2.0 and NDFoods 3.0 projects. NDFoods 2.0 was a major project with an estimated budget of $2,454,622 with work that was completed over a two year span. This project was completed 72.4% underbudget and 104.4% ahead of schedule. The NDFoods 3.0 project with an estimated budget of $321,177 with work to be completed over one year is currently in progress and is scheduled to be completed in November 2018.

One of the major development tasks that was completed included the ability for sponsors to have the ability to maintain their NOI and DoD values themselves. With 200+ sponsors and 400+ sites participating SCH maintain these values was time consuming and a very frustrating process.

In March of 2018, Linda Schloer, Director of the Child Nutrition and Food Distributions Programs, submitted a request to the USDA for reallocated Fiscal Year 2018 State Administrative Expense funds. Of the total amount of the request, $583,332 were to be used for the phase 3 updates to the NDFoods application. (Other requested funds were to be used to cover the cost of warehousing and transportation of USDA Foods to School Food Authorities.) The USDA approved the reallocation of funds in July 2018.

BUSINESS NEEDS AND PROBLEMS

DPI has the following general business needs which demonstrate the need for this project.

1. Improve decision-making capabilities
2. Improve staff efficiencies for the program the system supports
3. Improve reporting processes overall (e.g. USDA Food Nutrition Services program participants and DPI)
4. Aligns the NDFoods system to USDA regulations

PROJECT BASELINES

Project Start Date	Baseline Execution Start Date	Baseline End Date	Baseline Budget
8/31/2018	11/19/2018	9/27/2019	$562,394

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OBJECTIVES

#	Business Need	Objective	Measurement
1	Improved decision-making capabilities.	1.1 NDFoods will edit check claims from for-profit CACFP Centers NDFoods will determine if the claim is eligible for reimbursement in that claim month.	1.1.1 CACFP claims from for-profit centers will not be approved if their child participation data doesn't meet the required threshold of low-income eligibility.
2	Improve staff efficiencies for the program the system supports.	2.1 Streamline state match payments between NDFoods and PeopleSoft	2.1.1 Decrease by 50% the time needed to compile input data in NDFoods to be picked up by PeopleSoft for payment.
		2.2 The ability to enter and store risk assessment data.	2.2.1 Allow 100% of risk assessments to be entered and stored in NDFoods.
3	Improve reporting processes	3.1 Increase accuracy of data pulled for reports.	3.1.1 Upon implementation reports will populate data in NDFoods with 100% accuracy.
		3.2 Add search criteria to Site Details and Claims by Meals	3.2.1 Staff will be able to create report of specific Sites and Claims – such as Private non-profit CACFP claims
4	Align NDFoods to USDA regulations	4.1 Change calculation of SCH entitlement to total number of meals served in prior year times SCH Per-Meal rate. This rate will also be used to calculate allocation of State Match	4.1.1 SCH entitlement will be determined using the correct calculation process.

COST BENEFIT ANALYSIS

#	Business Need	Anticipated Benefit(s)
1	Improved decision-making capabilities.	Advance edit checking will allow for quicker and more accurate processing of for- profit claims.
2	Improve staff efficiencies for the program the system supports.	Time can be utilized for other staff activities and relieve burden of manual data entry and reduce human error.
		To create a centralized database to store risk assessments for efficient entry and retrieval.
3	Improve reporting processes	Reports will require less manual changes and data will be accurate.
		Reduced time required to compile data for reports
4	Align NDFoods to USDA regulations	SCH entitlement calculations will be completed as required by USDA.

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KEY CONSTRAINTS AND/OR RISKS

Risks of Performing the Project

Risk	Impact	Response
Obligating funds specifically to these system changes.	Funds would not be available if there would be price increases in administrative expenses.	Delay system changes and reallocate funds.

Risks of Not Performing the Project

Risk	Impact	Response
The system won't have optimal functionality and efficiencies.	Staff inefficiencies and decreased customer confidence in the services provided by DPI	Fix system deficiencies, increase performance, and add automated features where possible
The system would not meet USDA compliance	Non-compliance, if in non-compliance the sponsors may not be paid the correct amount of reimbursement. This could also result in audit findings.	Fix non-compliant pieces of the system