

Project Startup Report

Submitted to Project Oversight on 10/10/2023

GENERAL INFORMATION

Project Name: NDFOODS 5.0.

Agency Name: North Dakota Department of Public Instruction (NDDPI)

Project Sponsor: Linda Schloer

Project Manager: Brenda Bulawa

PROJECT DESCRIPTION

As a result of the non-competitive Technology Innovation Grant (nTIG) from the United States Department of Agriculture (USDA), North Dakota Department of Public Instruction (NDDPI) has determined that there is a need to transition their legacy system to a different vended system. This project will replace the system used to manage Child Nutrition and Food Distribution Program business and administrative operations with a commercial-off-the shelf (COTS) product.

BUSINESS NEEDS AND PROBLEMS

1. Improve the extraction of data for reporting needs for internal and external stakeholders for better decision-making capabilities.
2. Ensure that the system adheres to USDA, federal and State regulations.
3. Provide seamless federal financial management capabilities to ensure accurate and accountable management of funds.
4. Improve program management processes for more efficient and effective State and Sponsor operations.
5. Ensure program accountability, transparency, integrity, accuracy, and efficiency.

PROJECT BASELINES

Project Start Date	Baseline End Date	Baseline Budget	Funding Source
12/15/21	7/27/26	\$3,099,806	Federal: USDA nTIG Grant

OBJECTIVES

Business Objective	Measurement Description
Internal staff will be able to create ad-hoc reports.	Internal staff will be able to run 100% of all ad-hoc reporting needs at time of request for internal and external stakeholders at go-live.
USDA Management Evaluations (ME) and Financial Management Reviews (FMR) will result in no audit findings associated with system processes.	Internal staff will compare number of system-related audit findings in the current MEs and FMRs conducted prior to go-live to results of MEs and FMRs 1 year after the new system is implemented. Based on the compare there will be no reported findings associated with system processes.
Fiscal staff will reduce the time needed to complete monthly, quarterly and closeout reports by 25%.	The Child Nutrition Grant Manager will conduct a time and effort survey 2 months prior to go-live on the current system fiscal reports. Another time and effort survey will be conducted 6 months after go-live. These reports will be compared and there will be a 25% decrease in the amount of time fiscal staff need to complete these reports.

Business Objective	Measurement Description
Reduce the number of spreadsheets used by internal staff by 50% to track data outside of the system.	Reduce the number of spreadsheets used by internal staff by 50% by comparing the number of spreadsheets (or other tools) used to track information outside of the system prior to implementation to the number needed after implementation.
Decrease the current amount of time needed for External Program Sponsors (i.e., Bismarck Public Schools, Great Plains Food Bank, Tribal Organizations) by 25% to complete program applications and renewals.	Internal staff will survey External Program Sponsors with 5 or more sites 2 months before and 6 months after go-live on the amount of time needed to complete program applications and renewals. There will be a 25% decrease in the amount of time it takes to complete program applications and renewals 6 months after go-live.
Increase program accountability and oversight of External Program Sponsors by assessing the risks of applicants before they receive Federal awards.	100% program applications and renewals will include a risk assessment and approval process as required by Federal regulations conducted by Internal Staff at go-live.

KEY CONSTRAINTS AND/OR RISKS

- Business resources on this project cannot exceed, on average, 25% of their time.