

Iterative Project Report for Programs & Multi-Year Phased Projects

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GENERAL INFORMATION

Program/Project Name: Industrial Commission – Grant Management Software (IC-GM)

Agency Name: Industrial Commission

Project Sponsor: Brenna Jessen

Project Manager: Brenda Bulawa

PROJECT DESCRIPTION

The Industrial Commission (IC) currently has seven research and grant programs specially funded by oil and gas taxes; each program having unique requirements set by the Legislature and North Dakota (ND) Century Code. The programs include: Clean Sustainable Energy Authority (CSEA), Lignite Research Program, Oil & Gas Research Program, Outdoor Heritage Fund, Renewable Energy Program, Infrastructure Investment and Jobs Act (IIJA) Grid Resilience, and legislative-directed projects through the State Energy Research Center.

IC has procured the Ignyte Software as a Service (SaaS) Grant Management System (GMS). The product will need to integrate with the commission's current website, as well as, the Bank of North Dakota (BND) to pay application fees and PeopleSoft for grant reimbursement.

The first project will deploy and configure Clean Sustainable Energy Authority (CSEA), Lignite Research Program, Oil & Gas Research Program, Outdoor Heritage Fund, and the Renewable Energy Program grant programs. The deployment and configuration of the Infrastructure Investment and Jobs Act (IIJA) Grid Resilience Program and the State Energy Research Center Program will be a subsequent project.

BUSINESS NEEDS

- Currently, the process is manual and time-consuming, with a risk for human error as staff manually track applicants, grantees, and payments by entering project data into a tracking spreadsheet.
- Response time for inquiries from applicants and grantors to see the status of their application or grants is slow and time consuming.
- Stakeholder do not have transparency on the status of all programs.

PROGRAM/PROJECT FORMAT

Program/Project Start Date: 8/1/24

Budget Allocation at Time of Initial Start Date: \$1,250,000

How Many Phases Expected at Time of Initial Start Date: 2

Phase Approach Description: Program consists of multiple phases delivering functionality into production as completed

Estimated End Date for All Phases Known at Time of Initial Start Date: TBD

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
Phase 1	Phase 1	Deploy and configure the following programs: Lignite Research, Renewable Energy, Outdoor Heritage Fund, Oil and Gas Research and Clean Sustainable Energy Authority	18 months	\$1,225,260.11
Phase 2	Phase 2	Deploy and configure the following programs: Infrastructure Investment and Jobs Act (IIJA) Grid Resilience Program and the State Energy Research Center Program	TBD	TBD

Notes:

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
Phase 1	8/1/24	2/3/26	\$1,225,260.11	State				
Phase 2	TBD	TBD	TBD					

Notes:

The state legislature during the 68th Legislative Session via House Bill 1014 section 9 gave spending authority for \$1,250,000.

OBJECTIVES

Project/ Phase	Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome
Project	Eliminate a manual reporting process that is performed using a tracking spreadsheet.	The system will be able to provide a report on financial information at Go-Live on all programs.		
	Improve status response time on an application or grantee	Measurements will be taken prior to Go-Live for two weeks on how many calls and how long it takes for staff to respond to status inquiries regarding application status and grantee follow-up. 3-months after Go-Live the same measurement will be taken showing a 50% decrease in response time.		
	Deliver online status dashboards for applicants, grantees, staff, and board members to view their applications and grant processing.	At Go-Live 100% of all stakeholders will be able to view status dashboards for programs.		

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
Phase 1	TBD
Phase 2	TBD

KEY CONSTRAINTS AND/OR RISKS

None at this time