Project Startup Report
Submitted to Large Project Oversight on 8/6/2020

GENERAL INFORMATION

Project Name: myWSI Release 4

Agency Name: Workforce Safety and Insurance

Project Sponsor: Valerie Kingsley

Project Manager: Jennifer Kunz

PROJECT DESCRIPTION

myWSI is a secure portal for injured employees, employers, and medical providers to access, submit, and view user specific information related to ND Workforce Safety and Insurance (WSI). Over the past four years, WSI developed, launched and added various features to its extranet portal (myWSI) with vendor partner Nexus. To date, the team has completed an initial platform release and two feature releases (a third release is in progress).

myWSI Release 4 will deliver functionality for Online Payroll Reporting, External Forms, integration with CAPS and the existing login architecture, establishment of future myWSI architecture, and production support. The release began June 17, 2020 and will end June 18, 2021. Although the baseline budget of $303,350 is under the major IT project classification, it will be managed as a major IT project because it is part of the larger myWSI program management. Future startup reports will be in the Iterative Report format. ServiceLogix* will support WSI's team with resources and provide the leadership for product delivery. NDIT will support WSI with resources for project management, database administration, and architecture/network support.

*In order to reduce complexity, create efficiencies for staff, and improve the integration between the Claims and Policy System (CAPS) and myWSI projects/systems, in January 2020 WSI leadership determined it to be in the best interest of the agency to transition to a single vendor (ServiceLogix) for development and support of both systems. After approval from the Executive Steering Committee to proceed with this procurement strategy (followed by meetings with Nexus and WSI team members) a Notice of Intent to Make a Non-Competitive Purchase with ServiceLogix was issued February 7, 2020 on the State Procurement Office web site. The response deadline was February 14, 2020 and there were no questions or responses from other vendors. The Alternate Procurement request for this purchase was submitted to the State Procurement Office and approved February 20, 2020.

BUSINESS NEEDS AND PROBLEMS

Increase availability and usage of information for WSI's stakeholders and partners.

PROJECT BASELINES

Project Start Date	Baseline Start Date	Baseline End Date	Baseline Budget
6/17/2020	6/17/2020	6/18/2021	$303,350

Notes:
Although the baseline budget is under the major IT project classification, it will be managed as a major IT project because it is part of the larger myWSI program management. Future startup reports will be in the Iterative Report format.

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OBJECTIVES

Business Objective	Measurement Description
Business Need 1: Increase the availability and usage of information for WSI's stakeholders and partners. Objective 1: Improved customer service and internal efficiency.	At project start, the team will gather metrics pertaining to the availability and usage of the in-scope functions. Six months after go-live, those functions (then in myWSI) will be measured in terms of availability and usage and see an increase of 25%.

KEY CONSTRAINTS AND/OR RISKS

The project has the following constraints:

- The project must go-live jointly with CAPS Release 8.

- Cost, schedule, scope, and quality are often in conflict during projects. The sponsor elected to prioritize these constraints as displayed in the following matrix:

Table 1: Constraint Matrix

CONSTRAINT	Accept	Flexible	Fixed
Cost	X		
Schedule	X		
Scope		X	
Quality			X

Constraint Matrix General Guidelines:

- Accept: The constraint is the first place to adjust to account for a change in the project

- Flexible: A change can occur in this constraint only after the options that made changes in the constraint marked "Accept" are exhausted

- Fixed: No changes are desired in the constraint unless all other options have been exhausted

Constraint Matrix Rules:

- Each constraint can be in only one column (Accept, Flexible, or Fixed)

- There can be only one Flexible constraint