

PROJECT CHARTER

STATE RECRUITMENT IMPROVEMENT PROJECT

February 06, 2006

Final Version

State Recruitment Improvement Project

Project Charter

01/25/06

Title	State Recruitment Improvement Project (SRIP)
Sponsor(s)	Susan Wilson (Executive), Jennifer Lara (Business)
Purpose & Expected Results	<p>The project vision for the State Recruitment Improvement Project is to increase efficiencies by decreasing the manual recruitment processes while improving the quality of matching state job applicants to State of Oregon job listings and to improve the efficiency and effectiveness of service delivery by providing a self-service approach for job seekers. To that end, the project will pilot a new recruitment system.</p> <ul style="list-style-type: none">• The underlying <i>business logic</i> (method of processing data) is changing and the <i>business process</i> is changing. This project will explore migration from an existing mainframe (Appl/Cert) system to <i>new technology</i> utilized by iMatchSkills (iMS).
Key Objectives	<ol style="list-style-type: none">1. Business processes - simplify and/or decrease the number of manual business processes for State of Oregon recruitments.2. Streamline the state jobs application process (PD 100, PD 300, PD 634, etc.).3. Utilize current design, technology and navigation for integrating the state recruitment process with iMatchSkills.4. Increase the size of the qualified applicant pool.5. Provide applicants with a one-time registration for matching to multiple state jobs.
Implementation Approach	A pilot (limited release) will be rolled-out either in selected locations or by selected job announcements prior to the full release to all state agencies.
Success Metrics	<ol style="list-style-type: none">1. New recruitment process effectively decreased the amount of time required for manual entry of state job announcement.2. Increased state agency satisfaction on quality of referrals and placements achieved within the first 12 months after implementation.3. Increase number of qualified applicants and placements within 12 months of posting all current state jobs to iMatchSkills.4. Project is delivered on-time and within budget +/- approved changes. <p><u>Full Release</u></p> <ol style="list-style-type: none">5. 50% decrease in the number of failed recruitments or augmentations.6. 100% of job announcements are entered by State of Oregon agencies into iMatchSkills within 6 months of full launch.7. 75% of state job applicants (seeking state employment) utilize iMatchSkills within 12 months of full launch instead of using hard copy applications.
In Scope	<ol style="list-style-type: none">1. State of Oregon agencies (97 listed agencies) only.2. Review, analyze and redesign current state recruitment business processes.3. Utilize a new interface using iMatchSkills to improve the recruitment process by additional efficiency, effectiveness, navigation and usability.4. Integrate current client agency recruitment processes.5. Provide appropriate agency functionality within iMatchSkills in supporting State of Oregon employer registration, job announcement creation, management and job matching processes including matching to job seekers.6. Provide DAS functionality in supporting client agency registration, job announcement creation, management and matching of job seekers including staff administrative functions.

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7. Utilize the current Oregon Employment Department (OED) server environment: development, test and production database services in a hosted 24x7 environment using Oracle.
 8. Explore migration from Appl/Cert as the data of record and utilize the iMatchSkills database system used in production.
 9. Partner with DAS Human Resource Services Division (HRSD) Classification staff in addressing skills vs. minimum qualifications for job announcements.
 10. Reports - provide essential user reports including staff specific and federal report information.
 11. Continue to post state job announcements on the state jobs page and OED kiosks.
 12. New help system content and updates to be determined, if deemed necessary.

Required for Pilot

- Defined business processes have been achieved and documented to integrate with iMatchSkills.
- Coordinate and communicate the new state job announcement integration strategy within and through the Communication Plan.
- Define the business process of administering passwords and train appropriate staff in the new process.
- Agree on option for applicant data capture solution and implement the proposed solution.

Recommended for Full Release

- Conduct an assessment of system usability to ensure ease of use for job seekers¹ and the State of Oregon as an employer.
- State of Oregon staff are able to add, copy and close job orders and update employer information.
- Training all state agency Human Resource (HR) departments on new process and procedures completed.
- Modifications and required enhancements from pilot evaluation are completed.

Required for Full Release

- All required data capture and reporting solution has been approved during the pilot and implemented.
- All required changes to the user interface (iMatchSkills) are fixed during the acceptance testing and approved during pilots.
- New process approved and signed off by the sponsor(s).
- State recruitment processes defined and deemed successful during pilots.

Out of Scope

- Applying for state jobs will not be possible through Kiosks.
- Forms or announcements will not include any other languages i.e. Spanish.
- Development or creation of state application forms (PD 100 or PD 300) via iMatchSkills system.
- Analysis of new reports will not be considered once pilot is approved.
- Enhancements that are identified after development is completed and are not a priority for business will not be addressed during pilot (limited release).
- Change requests that are identified during the pilot and are prioritized as non-urgent by business might not be completed before the full release.
- Spell check feature in iMatchSkills will not be included.
- Business recruitment process of local, city or county governments not considered.

Assumptions

- Multiple agency collaboration and agreeing on processes and procedures in a timely manner will be crucial to the success of this enterprise project.
 - Agencies will be responsible in identifying their appropriate staff who will be
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¹ Any system changes recommended by this assessment will be considered an expansion of scope and will be managed using a change management process

	<ul style="list-style-type: none"> utilizing the new recruitment process. Support for job seekers will be provided by the job posting agency or OED and their staff, not the support center(s) or the project team. OED will continue providing on-going system maintenance and support for iMatchSkills. All state agencies will meet the minimum PC requirements and have adequate network capacity in order to utilize the iMatchSkills system. If so determined, full rollout will discontinue data input into Appl/Cert which will become outdated over time leading to continued degradation of Appl/Cert data.
Risks	<ul style="list-style-type: none"> Lack of participation and commitment from the unions, agencies and stakeholders could jeopardize the project. Required and preferred experience(s) on state job announcements might pose a challenge as we begin assignment of SOC codes and skill sets via iMatchSkills. System and user interface modifications to iMatchSkills may be limited. Data integration might be more complex across systems (DAS & OED) than anticipated. Outdated system(s) are used in production by state agencies in processing state job announcements and applicants (Appl/Cert) and active state employees (PPDB). The potential for scope modification requests is high due to many stakeholders. Implementation of the new business processes before full acceptance by all smaller agencies may compromise the timeline. Lack of resources and support may extend the duration of the project.
Stakeholders	DAS - HRSD, OED (iMS Program & ITS), State of Oregon Agencies, Job Seekers, State & Federal Workforce Partners, Unions and the Legislature.
Expected Duration	Pilot to be rolled out by June 30, 2007. Full Release - TBD
Expected Cost	The estimated project cost is \$321,676.
Funding Source	10 state agencies: DAS, DCBS, DHS, DOR, ODOT, ODFW, OED, PERS, Division of State Lands, and Oregon State Lottery.
Project Priorities	<ol style="list-style-type: none"> Scope (Quality) Schedule Cost

<i>We the undersigned approve this Charter.</i>			
SRIP Project	Name	Signatures	Approval Date:
Project Sponsor	Susan Wilson		
Project Sponsor & Business Owner	Jennifer Lara		
OED – Deputy Director	Greg Hickman		
Project Leader	Roman Martushev		

2/6/06 - All have signed. Hard copy/signatures can be found in SRIP folder at Roman's desk.