

# PRISM

## Performance Reporting Information System Management Steering Committee

August 21, 2001  
Meeting Minutes

**Attendees:** Cam Preus-Braley (CCWD); Gary Ellwanger (ODE); Michael Buckley (DHS); Annette Talbott (OEWP); and Virlena Crosley, Michael Dougherty, Curt Amo, Kathryn Naugle, Marc Perrett, Rick Luthe, Barbara Jensen, Janie McCollister, Evelyn Roth, (OED)

**Presiding:** Virlena Crosley

### 1. Welcome and Introductions

### 2. Project Charter Overview

Virlena Crosley presented a high level overview of the project charter.

- ◆ *Process Used* - In the creation of the charter, an original draft was sent to each member for review, followed by a visit by OED staff to determine any issues or concerns. Changes that resulted from these meetings were incorporated into the Final Charter
- ◆ *Two Components to the Charter* - An Executive Summary and a Detailed Charter.
- ◆ *Charter Provides* - A common project understanding on what goals are to be accomplished and when, a baseline for change management (samples of change management forms are in the project notebooks), and outline of the project governance which includes roles and responsibilities of team members.
- ◆ *Charter Identifies* - Who the project participants are, the project schedule and scope, budgets, and project assumptions.

#### Further Project Detail

##### ***Project Participants:***

In addition to the Steering Committee, there are three working project teams. The three teams are:

- ◆ *Implementation Team* – will function as a working sub-committee of the Steering Committee and will help project team resolve issues and develop recommendations to support project implementation. Their first course of action is to assist in the development of the Administrative Rule.
- ◆ *Workforce Technical Team* – is comprised of technical staff and works on such items as data definitions, performance indicator calculations, data transfer procedures, and other similar topics.
- ◆ *Information Technology Team* – Employment staff that are involved in and responsible for the design and building of the new system.

##### ***Project Schedule and Expected Costs for Release 1.0***

The project is broken down into four areas:

- ◆ Pre-Planning - July 2000 to February 2001 (\$95k)

- ◆ Project Initiation – March through May 2001 (\$78k)
- ◆ System Development – May through November 2001 (\$392k)
- ◆ System Implementation – November through December 2001 (\$5k)

Federal grant funding was extended to June 2001 and again to December 2001. The Department of Labor was in agreement with the Employment Department to extend the grant to fund this project. Because it's been extended twice, it's very important that we stay on schedule with this project.

***Project Scope for Release 1.0 (Development to accommodate 14 new system-wide indicators)***

This plan is to replicate or “clone” existing SIS architecture and modify to accommodate future data collection and reports for the 14 system-wide performance indicators. Release 1.0 will capture five of the 14 identified system wide performance indicators. The system will develop aggregate reports by the 15 workforce regions and by state agency. Additionally, the system confidentiality/encryption requirements will be met as required by SB 400 and the anticipated Administrative Rule.

***Key Assumptions for Release 1.0***

- ◆ Project has support and involvement of state level stakeholders. Attendance at both Steering Committee level and work team meetings will be critical.
- ◆ Federal funding and experienced staff are available within project's delivery schedule. It is very important to have experienced staff involved, both program and technical, as our project timelines are quite short.
- ◆ Employment Department will lead the development efforts.
- ◆ Estimates are preliminary and will be refined.
- ◆ Formal change management is required to modify scope and/or deliverables.
- ◆ Architectural components of SIS will be used in developing PRISM. We will build upon the proven and stable design elements of SIS and incorporate them into PRISM.
- ◆ System differences between SIS and PRISM are understood (See detailed charter – page 4 – for SIS vs. PRISM comparison)
- ◆ PRISM is not a public site: DAS will not host
- ◆ Steering Committee delegates have the authority as regular members

***Project Governance*** (Chart on page 11 in detailed charter)

There are three different levels of governance:

- ◆ *Decision Makers* - The Steering Committee plays the role of policy makers and enforcers and is responsible for the final and strategic decisions.
- ◆ *Influencers* – SWAT, PAPOL, and OWIB fulfill this role as advisors who represent communities of interest in the project and whose decisions are tactical.
- ◆ *Researchers/Recommenders* – This group is made up of the three project working groups whose decisions are presented upwards as recommendations.

### 3. Approval and Signing of Charter Documents

Annette Talbott stated that Jean Thorne would be signing the charter documents as she is the representative named in SB 400. Annette also requested clarification on whether this charter is for Release 1.0 only and whether the grant dollars are also attached to only release 1.0. The answer was affirmative. Cam Preus-Braly asked a question regarding the definition of “stakeholders” and asked that the Community College portion of her agency also be included in the work teams. Annette Talbott also asked if workgroup membership could be extended in the second release and all members of the committee felt that this was essential for the success of the project. Marc Perrett commented that even for Release 1.0 a wider range of work group members would be appreciated.

All agreed that while Department of Labor is paying for Release 1.0, it is of limited value if we don’t get to Release 2.0. There is a real need to define scope for the second release and to decide just how big to make this. Also, the additional nine system-wide measures will still need to be worked on if any of those indicators are to be included in the maintenance and roll-out aspects following Release 1.0 and preceding Release 2.0.

Michael Buckley asked when we start to discuss future dollars needed for this next step. His agency needs to get an idea of what costs may be associated with Release 2.0. Kathryn Naugle stated that the plan is to gather each partners requirements and create an estimated budget. Then this will be presented to the Steering Committee and all the members will decide how large of a project it will be. Cam Preus-Braly said that Title 1 & 2 had some dollars budgeted for the second phase of the project.

Annette Talbott suggested that before the October and November meetings, all members go back to their people and ask for input and recommendations for Release 2.0 scope. Virlena Crosley also said that we will be needing to discuss how quickly we want to switch from SIS to PRISM and how long will we continue to use the SIS system.

**Action:** Project Managers will take charter to Jean Thorne for signature

**Action:** Project Managers will take charter to David Rike for signature

**Action:** Agenda item for October/November meetings will be a conversation around Release 2.0 scope

**Action:** Future agenda item – how quickly to switch from SIS to PRISM, how long to use SIS

**Action:** Evelyn will mail or deliver copies of the final signed charter documents to each committee member.

### 4. Project Update –

At each subsequent Steering Committee meeting there will always be a project update where the following three items will be covered.

*Schedule:* Kathryn Naugle explained the Gantt chart and the different stages and on-going work within the project schedule. There are four major pieces of IT work going on.

- ◆ SIS/PRISM alignment which aligns the SIS reports more closely to PRISM
- ◆ The five system-wide performance indicators for Release 1.0
- ◆ Developing aggregate reports for those five performance indicators
- ◆ Developing the Administrative Rule around confidentiality and encryption

Scope: Marc Perrett said that currently, there are no requested changes to the project scope. They have been looking at SIS and PRISM side by side and cloning what they can. Along with this, they are looking at the five fully developed system-wide performance indicators that are in place from the definition standpoint. Those performance measures are:

- ◆ Employment/Placement
- ◆ Employment Retention
- ◆ Wage Gain
- ◆ Welfare Caseload Reduction
- ◆ Welfare Caseload Recidivism

The issue of how count is taken, etc., is being worked out by the Technical Team and the aggregate reports are being built around that. The SIS modifications will provide the foundation for PRISM performance indicators, report design, and the development efforts. The system confidentiality and encryption development will be dependent on completion of the BS 400 Administrative Rule and will be the first issue the Implementation Team will be dealing with.

Comments:

- ◆ Virlena Crosley – Some agencies encrypt before sending us their SIS data and others do not.
- ◆ Cam Preus-Braly - Concerning the aggregate reports, is there an opportunity to look at how Title 1b is doing?
- ◆ Kathryn Naugle – Just to clarify for Release 1.0, what you get out of SIS today you will get tomorrow. Not any less information but maybe more information.
- ◆ Annette – This is just a heads-up to all the partners but all of you may want to start looking at your disclosure statements to see what they say. That “informed consent” piece will be very important. It’s coming down the road and all of need to be prepared
- ◆ Marc Perrett – Although we have the remaining nine system-wide performance indicators to add, we may really only have about five or six left to add as the remaining ones may be difficult or unnecessary to include in PRISM. Those later indicators would include Employer Customer Satisfaction, Job Seeker Customer Satisfaction, Return On Investment, and Employer Investment.
- ◆ Cam Preus-Braly – How long until the Administrative Rule is written?
- ◆ Rick Luthe – The target date is January 1 but the hearings start in November. We will be able to clone a little from the SIS Rules but it usually takes about 60 days for the final product to be ready.
- ◆ Cost: At each monthly meeting you will receive an update on budget and costs. The chart compares budget to actual and you can see that for July 2000 to June 2001, our budget was \$254k but the actual was \$249k, so we were slightly under spent. Going forward, we will focus on just the July 2001 to September 2001 updates on cost. Our budget is \$317k and there’s a one month lag for getting actuals so at our next meeting, we will provide actuals through the end of July. The timeline shows a breakdown of how the \$249k was allocated to project delivery and how we expect to apply the remaining \$317k. The maintenance, including the addition of the remaining nine performance indicators, is not yet estimated. Release 2.0 scope and related costs have not yet been defined.

## 5. Next Steps

The next monthly meeting will be on Tuesday afternoon, September 25<sup>th</sup>, from 2:00 – 3:00pm at the Employment Department Building with location to be announced. Whenever possible, the regular Steering Committee meetings will be held the fourth Tuesday of the month, from 2:00 – 3:00pm. The meeting dates for the remainder of this year are listed below. Please mark your calendars accordingly.

- ◆ September 25 2:00 – 3:00pm
- ◆ October 23 2:00 – 3:00pm
- ◆ November 27 2:00 – 3:00pm
- ◆ December 18 2:00 – 3:00pm

### Agenda Items for September:

- ◆ Approval of August Steering Committee minutes
- ◆ Action item status
- ◆ Project status
- ◆ Any issues requiring Steering Committee resolution
- ◆ Other agenda topics TBD

**Action:** Minutes will be sent out to members within three days of the meeting

**Action:** If any project issues arise during the month with partners, please contact either Marc Perrett, Kathryn Naugle, or Evelyn Roth and they will get them out to the other committee members.

Virlena Crosley expressed thanks to all for attendance and participation in today's meeting and looks forward to working with all the partners in this project.

Respectfully Submitted,

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