



Modernization Program Oversight Forum Charter

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Document Maintenance

This document is maintained by the Modernization team and will be updated only if major revisions are necessary.

Version	Date	Author	Change Description
V1.0	10/2020	Lynn Kneeland, Modernization Communications	Initial version of the document.
V1.1	10/13/2020	Jeannine Beatrice, Director's Office	Renaming and edits; Prep for Director review and Mod Sponsors review.
V1.2	04/2021	Lynn Kneeland, Modernization Communications	Accepted by Mod Sponsors as revised by Lynn. Updated Program Overview to incorporate PFMLI contributions.

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Modernization Program Overview

The Employment Department's Modernization Program is a multi-year initiative focused on transforming the agency's business processes and core technology systems. Computer systems supporting receipt of unemployment insurance (UI) taxes, paid family and medical leave insurance (PFMLI) contributions, payment of UI benefits, and delivery of employment services will be replaced or established. Further, business processes will be transformed to take advantage of opportunities and benefits available through new system capabilities.

Purpose of the Modernization Oversight Forum

The Oversight Forum brings together trusted expertise on Oregon Information Technology (IT) projects, legislative processes, and private sector IT technical experiences. The Modernization Oversight Forum is a convening for experts and stakeholders to partner with Employment Department leadership to review complex topics, ask tough questions, and provide thoughtful counsel and strategic advice to the Employment Department's Modernization Program and all chartered projects including the UI Modernization Project.

The Modernization Oversight Forum is not a decision-making body. The Modernization Oversight Forum provides thoughtful counsel to the Employment Department Director (Modernization Executive Sponsor) and Modernization Director (Modernization Sponsor). Input will be given a high priority by the Modernization Program Executive Steering Committee who is ultimately responsible for providing strategic direction, communicating unified expectations, addressing significant risks, and securing the resources necessary along with budget oversight for Modernization.

Responsibilities of the Modernization Oversight Forum

The Modernization Oversight Forum is one of the Oregon Employment Department's key external oversight activities helping to guide the ongoing success of the Modernization Program.

- Consider ideas and issues raised and provide guidance to Modernization leadership on outcomes and strategies for mitigating risk.
- Understand the significance of the program for Employment customers and key stakeholders and ensure the program's outputs/outcomes meet defined requirements.
- Evaluate adherence of Modernization activities to standards or best practice and to Stage Gate.
- Be genuinely interested in Modernization activities and advocate for outcomes being pursued that will help ensure the success of the program.
- Have a broad understanding of program, strategic implications, program outcomes, project management issues, business transformation challenges, and the approach being adopted by the Modernization Program.
- Periodically review the status of the project, including third party quality assurance reports, and provide input that may help balance conflicting priorities and/or ensure the program's ongoing success.
- Foster effective communication outside of the Modernization Oversight Forum regarding Modernization's progress and outcomes.

Modernization Oversight Forum Meetings and Processes

The Modernization Oversight Forum meetings will be facilitated by the Legislative Fiscal Office (LFO) staff or a member of the Modernization Oversight Forum. The Modernization Oversight Forum will meet to discuss emerging issues, resolve problems, and track the progress of Modernization development and implementation. Meeting schedules and agendas will be co-developed by LFO and Modernization staff based on input provided by the Modernization Oversight Forum members.

Keeping to our purpose of bringing together trusted expertise we want to capture this group's agreements, and will maintain an Agreements Log for that purpose. Meeting discussion notes will be reviewed and approved by the members at subsequent meetings. Meeting materials will be provided to members at least four business days prior to the meeting to allow time for review and meeting preparation.

The Modernization Oversight Forum members may request that guests be invited to inform on a specific topic. LFO and Modernization staff will ensure that appropriate guests are invited to provide requested input and recommendations to the Board.

Modernization Oversight Forum Membership

The members of the Modernization Oversight Forum are:

- Facilitator, Legislative Fiscal Office
- Legislators with interest in the Employment Department Modernization Program
- Enterprise Information Services Chief Information Officer
- Private sector IT professionals/Chief Information Officers

ALTERNATES

The success of a forum like this requires consistency and engagement. If a member is unable to attend a meeting, they may designate an alternate to represent them. To that end, we ask that attention is given to keeping the designee consistent to the extent possible. The facilitator should be notified of the alternate's attendance in advance of the meeting.

MEETING FREQUENCY AND LOCATION

The Modernization Oversight Forum will meet quarterly. Additional meetings may be scheduled as needed. Initial meetings will be held virtually in compliance with statewide safety measures. Use of video capability will be emphasized to encourage rich discussion and enhance interaction.

The Modernization Oversight Forum will periodically evaluate their role and ongoing opportunities to provide strategic counsel and value and will make a recommendations to the Employment Department Director (Modernization Executive Sponsor) and Modernization Director (Modernization Sponsor).

SPONSORSHIP AND STAFFING

Sponsors

David Gerstenfeld
Renee Royston

Modernization Executive Sponsor
Modernization Program Sponsor

Acting Employment Department Director
Modernization Director

Staffing

Staffing for the Modernization Oversight Forum will be coordinated between the Facilitator and Modernization Program Team. Employment Department Communications and Modernization Communications staff will also be available to support the staffing needs of the Modernization Oversight Forum.

RELATED DOCUMENTS FOR CONTEXT AVAILABLE AT:

<https://www.oregon.gov/employ/modernization/Pages/Oversight-Stakeholder-Board.aspx>

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Approving Authorities

Sean McSpaden
Facilitator, Legislative Fiscal Office (LFO) Date

David Gerstenfeld, Modernization Executive Sponsor
Acting Agency Director, Oregon Employment Department Date

Renee Royston, Modernization Program Sponsor
Modernization Director, Oregon Employment Department Date

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