



## Project Status Report

<b>Project Name:</b> Incarcerated Individual Technology Services		<b>Reporting Period:</b> 120619-122719		<b>Date:</b> 12/30/2019	
<b>Current Condition</b> (From charter)	<p><i>“Department of Corrections (DOC) has entered into separate vendor contracts for Incarcerated individual phone services, and incarcerated individual media and e-mail services. Business requirements were not fully developed when these contracts were established.</i></p> <p><i>Original contracts have been extended in one year increments in order to maintain expiring contracted services. DOC has learned lessons to better develop comprehensive business requirements and stronger controls. DOC is pursuing a consolidated contract for Incarcerated Individuals Technology Services (IITS) rather than separate contracts.</i></p>				
<b>Objective(s)</b> (From charter)	<p><i>A successful project will result in:</i></p> <ol style="list-style-type: none"> <li>1. Awarding a consolidated Client Services Contract for IITS.</li> <li>2. Improved service and quality of IITS products.</li> <li>3. Include comprehensive business requirements and strong controls in the contract.</li> </ol>				
<b>Status Indicators</b>	<b>Schedule</b>	<b>Scope</b>	<b>Resources</b>	<b>Quality</b>	
	Issues	On Track	On Track	On Track	
<b>Outstanding</b>	<ul style="list-style-type: none"> <li>• Risks</li> <li>• Issues</li> <li>• Decisions</li> </ul> <p>Risks 1.</p> <p>Issues 1. Delays in achieving milestone timelines have occurred due to critical decision points, stakeholder availability and team workloads</p> <p>Decisions 1.</p>				
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Risks</li> <li>• Issues</li> <li>• Decisions</li> </ul> <p>Risks 1.</p> <p>Issues 1. Adjusted timelines for project sequencing to mitigate delays</p> <p>Decisions 1. Final two Vendors selected to proceed to next steps of assessment</p>				
<b>Tasks completed this period</b>	<ol style="list-style-type: none"> <li>1. Completed Project Status Report for update to iDOC AND EXTERNAL WEBSITE.</li> <li>2. Completed Kiosk Posting to Incarcerated individuals of project status and Vendors proceeding to the next steps of selection.</li> <li>3. Defined travel timeline and locations to conduct operating site visits.</li> <li>4. Conducted Vendor operated sites visit to assessment their current operations. <b>Milestone 6</b></li> <li>5. Began logistics planning and communication for Vendors to conduct site visits at WA DOC facilities.</li> </ol>				
<b>Next Steps</b> (Tasks next period)	<b>#</b>	<b>What</b>	<b>Who</b>	<b>When</b>	
	1	Post Update Status report for period 120619-122719 to iDOC and project External website	Jeff Ford	1-3-2020	
	2	Schedule and begin Vendor site visits to identified DOC facilities	Implementati on Team	1-10-2020	
	3	Schedule and conduct follow up questions with Vendors of site visit findings	Project Team	1-24-2020	
	4	Begin vendor Pricing discussions	Identified Project Team Members	1-31-2020	

	#	What	When
<b>Milestones</b> <i>throughout the project lifespan</i> (From charter)	1	Create communications plan; Identify and engage Project Team; Schedule recurring meetings for vendor and product evaluation.	July 9, 2019 <b>Completed</b>
	2	Finalize contract Expectations Requirements Criteria.	July 16, 2019 <b>Completed</b>
	3	Send out initial screening notice to potential vendors and receive vendor responses.	July 31, 2019 <b>Completed</b>
	4	Distribute Requirements Documents to vendors, receive vendor responses, and conduct Stakeholder review of responses.	October 4, 2019 <b>Completed</b>
	5	Vendors conduct product demonstrations; Stakeholders complete feedback / evaluation of product demonstrations.	November 1, 2019 <b>Completed</b>
	6	Vendors conduct site visits and submit any revisions and/or concerns relating to site visits for Project Team review.	December 13, 2019
	7	Conduct pricing discussions with vendors and review pricing proposals with Project Team.	December 31, 2019
	8	Finalize contract and implementation agreement language; Execute contract.	March 31, 2020
	9	Manage implementation / transition activities and complete close out briefing with stakeholders, Steering Committee and executive staff.	Defined by implementation agreement