

Project Status Report

Project Name: Incarcerated Individual Technology Services		Reporting Period: 011720-020720		Date: 2/11/2020
Current Condition (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>			
Objective(s) (From charter)	<p><i>A successful project will result in:</i></p> <ol style="list-style-type: none"> 1. Awarding a consolidated Client Services Contract for IITS. 2. Improved service and quality of IITS products. 3. Include comprehensive business requirements and strong controls in the contract. 			
Status Indicators	Schedule	Scope	Resources	Quality
	Issues	On Track	On Track	On Track
Outstanding	<ul style="list-style-type: none"> • Risks • Issues • Decisions <p>Risks</p> <ol style="list-style-type: none"> 1. Potential difficulty transferring media files with a change of vendor. <p>Issues</p> <ol style="list-style-type: none"> 1. Delays in achieving milestone timelines have occurred due to critical decision points, stakeholder availability and team workloads <p>Decisions</p> <ol style="list-style-type: none"> 1. 			
Resolution	<ul style="list-style-type: none"> • Risks • Issues • Decisions <p>Risks</p> <ol style="list-style-type: none"> 1. Define Vendor responsibilities and negotiate resolution activities to reduce or eliminate media file losses. <p>Issues</p> <ol style="list-style-type: none"> 1. Adjusted timelines for project sequencing to mitigate delays. Conducting parallel activities rather than sequential activities as possible. <p>Decisions</p> <ol style="list-style-type: none"> 1. 			
Tasks completed this period	<ol style="list-style-type: none"> 1. Completed Kiosk Posting to Incarcerated individuals of project status and upcoming Vendor activities on January 21, 2020. 2. Completed Project Status Report for update to iDOC AND EXTERNAL WEBSITE January 29, 2020. 3. Began conducting Vendors site visits at WA DOC facilities. 4. Scheduled Incarcerant focus groups at MCC and SCCC. 			

	#	What	Who	When
Next Steps (Tasks next period)	1	Complete Vendor site visits to identified DOC facilities	Implementation Team	2-10-2020
	2	Post Update Status report for period 011720-020720 to iDOC and project External website	Jeff Ford	2-20-2020
	3	Conduct Family /Friends Sit visits and Incarcerant Focus groups at MCC and SCCC	Keith DeFlicht/ Chris Idso/ Anna Ivanov/ Anita Kendall	2-21-2020
	4	Schedule and conduct follow up questions with Vendors of site visit findings	Project Team	3-6-2020
	5	Begin Decision recommendation workgroups	Identified Project Team Members	3-10-2020

	#	What	When
Milestones <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 Completed
	2	Finalize contract Expectations Requirements Criteria.	July 16, 2019 Completed
	3	Send out initial screening notice to potential vendors and receive vendor responses.	July 31, 2019 Completed
	4	Distribute Requirements Documents to vendors, receive vendor responses, and conduct Stakeholder review of responses.	October 4, 2019 Completed
	5	Vendors conduct product demonstrations; Stakeholders complete feedback / evaluation of product demonstrations.	November 1, 2019 Completed
	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