



ctcLink Project Quality Assurance

Monthly Report – May 2021

Presented to:



**COMMUNITY AND
TECHNICAL COLLEGES**

Washington State Board

**Washington State Board for
Community and Technical Colleges**

By:



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Cover Letter

MTC is conducting regular quality assurance reviews of the Washington State Board for Community and Technical Colleges' ctcLink Initiative. The ctcLink project will provide the foundation for the next generation of services to students, faculty, and staff in an environment that enables them to self-manage their data and experiences. It will leverage and enhance the inherent efficiencies of the 34 college system through the implementation of a single, centrally provided system of online student and administrative functions. This report is intended to provide an independent, periodic assessment of the key components of the major project initiatives. This report is based on in-person and phone interviews with key project personnel and our review of documentation uploaded by the various teams to the SharePoint sites as well as any critical items that we may need to follow up on based on the previous assessments.

If you have any questions about the content of this report, please feel free to contact me at the email address or phone number provided below.

Sincerely,



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Executive Summary

There continue to be a couple of key risks as the project continues to move forward. One of the highest risks we see is the ability of the project to keep key personnel on the project through final deployment. Another risk we continue to see, is the development of the support organization and its processes. These risks have been identified in previous reports and will more than likely continue to be reported in future reports.

A WACTC executive taskforce working with SBCTC leadership worked on preliminary approach for funding the increase in required support staffing. The WACTC Presidents were presented with a staffing plan for post ctcLink Customer Support. The funding alternatives will be presented to the WACTC Presidents in June and then to the SBCTC Board for final approval.

The PMO hosted a virtual ctcLink Executive Sponsor and Project Manager Summit on May 21st to learn about the ctcLink Project through a leadership lens. Over 70 participants from 30 colleges attended the summit. Deployed colleges shared their implementation and post-live experience with the DG5/DG6 colleges. The comments regarding the value of this summit reported directly and indirectly to QA were overwhelmingly positive.

One item that was previously an issue was the implementation of the replacement solutions. It should be noted that the project continues to make great overall progress on this work. Some recent work includes:

- The new custom Online Admissions application (OAAP) now in production will be deployed to the DG4 colleges, targeted for June 30th.
- CampusCE Phase 1 has been implemented at 6 colleges. Spokane Colleges to go live in early June. Campus/CE Phase 2 design phase is continuing.
- The Planning and Budgeting Cloud Solution (PBCS) from Oracle is now in progress for DG4 colleges.
- A new version of the HighPoint Student Mobile Solution (HCX) is scheduled to go-live June 19th.

While much collaborative hard work remains to complete the project, QA believes the ctcLink project is currently well positioned to complete successfully.

Project Status Scorecard

The following table summarizes the assessment of each of the critical areas included in the QA review with our focus now on completing implementation of Deployment Groups 5 and 6.

ctcLink Project Assessment Scorecard

<u>Project Area</u>	<u>Prior Status April 2021</u>	<u>Current Status May 2021</u>	<u>Overall Comments</u>
Overall	YELLOW	YELLOW	<p>The Overall Project Status remains YELLOW. The Project will most likely remain YELLOW until all 34 colleges are implemented. QA assessment is based on project risks due to the overlapping DG5 and DG6 deployment schedules. The other major project risk involves sustaining critical project staffing for completing the DG6 colleges.</p> <p>QA continues to be concerned that SBCTC IT is properly staffed and prepared to handle ongoing ctcLink support.</p>
SBCTC/ Governance	GREEN	GREEN	<p>ctcLink Project Governance continues functioning as intended. Meetings are held remotely and documented.</p> <p>The ctcLink Project Steering Committee met in May to review progress on the DG5 and DG6 deployment activities. The minutes from this meeting are available.</p>
Project Management	GREEN	GREEN	<p>PMO team remains focused on the DG5/DG6 deployments. PMO priority is the DG5 deployment scheduled for 3 sub-group implementations starting in October 2021. DG6 implementation is scheduled to begin for the remaining colleges in February 2022 and likely to go-live over 3 weekends. Those dates have not yet been set.</p> <p>The PMO hosted a virtual ctcLink Executive Sponsor and Project Manager Summit on May 21st to learn about the ctcLink Project through a leadership lens. Over 70 participants from 30 colleges attended the summit.</p>
Phase Scope	GREEN	GREEN	<p>QA considers the Phase Scope as GREEN. The new custom Online Admissions application (OAAP) now in production will be deployed to the DG4 colleges, targeted for June 30th.</p> <p>CampusCE Phase 1 has been implemented at 6 colleges. Spokane Colleges to go live in early June. Campus/CE Phase 2 design phase is continuing.</p> <p>The Planning and Budgeting Cloud Solution (PBCS) from Oracle is now in progress for DG4 colleges.</p> <p>A new version of the HighPoint Student Mobile Solution (HCX) is scheduled to go-live June 19th.</p>
Schedule Status	GREEN	GREEN	<p>QA currently considers the schedule status as GREEN; however, the schedule could be a future risk for DG6 given project and support resources.</p>

			<p>The schedules for DG5 and DG6 deployments have been developed and will continue to be adjusted as necessary given the overlap of workstream tasks.</p> <p>Based on the Overall Project Status Report (May 21, 2021), the DG5 colleges self-reported their status as GREEN, with the exception of Green River, Grays Harbor, and Bellevue Colleges which reported their current status as YELLOW.</p> <p>Based on the Overall Project Status Report (May 21, 2021), the DG6 colleges all self-reported their status as GREEN with the exception of Columbia Basin River which reported current status as YELLOW.</p> <p>One critical area being worked on for DG6 schedule is the Cycle #4 Data Conversion which overlaps with DG5 Go-live implementations.</p> <p>The need to divide implementation into multiple weekends is required for the DG6 deployment group given the number of colleges. Schedule dates for DG6 implementation not available at this time and will need to be reviewed with DG6 colleges and approved by Project Steering Committee.</p>
Training	GREEN	GREEN	<p>QA recognizes that the colleges will continue to struggle with implementing and maintaining role security. SBCTC Customer Support are working with the deployed colleges to further assist them with role security issues.</p> <p>The training team has now proven its capability to deliver effective training programs for the ctcLink implementations. The challenge will continue to be on the DG5/DG6 colleges to ensure their staffs receive the training in concert with the plans and schedules. The next major training task for DG5 colleges will be supporting the UAT Sprints.</p>
Testing	GREEN	GREEN	<p>The Project testing team is focused on DG5. The leadership for this area has improved processes to meet the schedule. There is still a major dependency on the 8 colleges included in scope for DG5 Parallel and UAT testing to validate their configurations, processes and data. DG5 SIT testing and parallel testing continued in May per schedule.</p>
Technical Environment	GREEN	GREEN	<p>The ctcLink Technical Environment is a project work stream that includes data conversions, project environments, and applications.</p> <p>This small team works to ready PS technical components required for testing and conversions. Includes installing updates from Oracle and other 3rd party software. The data conversions workload has increased significantly with now having 17 colleges underway at the same time. This is recognized by QA as a very challenging conversion effort for the project technical staff.</p>

			<p>The project technical team is currently working with the Project functional teams on preparations for DG5 Data Cycle #4 and DG6 Data Cycle#2 conversions.</p> <p>Certain DG5 components were installed into the production environment in early May. This involved Colleges Course Catalogs for the 8 DG5 colleges. Series of workshops were held with DG5 colleges to provide training related to working in the ctcLink production environment.</p> <p>The DG5 colleges current Empl/IDs is the next data component be installed into the ctcLink production environment in early June.</p>
Organizational Change Management (OCM)	GREEN	GREEN	<p>The OCM work and Communications associated with coordinating the remaining 17 colleges is particularly challenging for Project staff.</p> <p>Effective leadership at the colleges is considered key to successful implementations. The PMO has indicated that DG5/DG6 Presidents and senior staff are very engaged with their colleges ctcLink activity. The Project Communications team continues to work closely with the College PMs, PIOs, and OCMs. Kickoff meeting held with DG5 Communications staff.</p> <p>DG5/DG6 colleges are now engaged in OCM related activities that are preparatory to their college implementations. Local configurations and data conversions are underway for DG5 colleges. BPFG sessions were underway for DG6 colleges in May and are now completed.</p>
Project Staffing	GREEN	GREEN	<p>QA considers Project Staffing as GREEN; however, this is expected to trend YELLOW as the ctcLink approaches completion. There are no significant project staffing concerns at this time, even with the remote basis of the project. Critical project staffing issues could begin as early as mid-Summer and could jeopardize the DG6 deployments.</p> <p>Staffing additional positions for the SBCTC IT ctcLink Support organization once ctcLink project is fully deployed is now in process and pending funding approval. Based on upscaling of the SBCTC support staff, there are more combined Project and Legacy staff than available positions, and current staff will need to apply for these positions. Job descriptions for recruitment are being developed.</p> <p>With no guarantee of selection for future additional SBCTC support positions, as external career and job opportunities present themselves to Project staff, QA expects these individuals will be lost to the project in the final months.</p>
SBCTC Customer	YELLOW	YELLOW	<p>QA considers the ctcLink Customer Support area as YELLOW. The upstaffing of CS personnel needs to</p>

<p>Support</p>			<p>be started this summer soon in order to be ready to handle the future anticipated support work for DG5 and post-ctcLink project.</p> <p>The major challenges of supporting a total of 34 colleges with a single instance, fully integrated PeopleSoft ERP and with interfaced 3rd party software solutions needs to be organizationally recognized. Doubling the number of colleges after DG5 and DG6 implementations will increase the number of work tickets and require substantially more staff and further improvements in support processes.</p> <p>A WACTC executive taskforce working with SBCTC leadership worked on preliminary approach for funding the increase in required support staffing. The WACTC Presidents were presented with a staffing plan for post ctcLink Customer Support. The funding alternatives will be presented to the WACTC Presidents in June and then to the SBCTC Board for final approval.</p> <p>The State Budgeting Process for FY21/22 establishes the basis for SBCTC offering future employment opportunities for support staff. SBCTC expects to use a standard recruitment process that has project and legacy staff submit employment applications for posted positions. Staff not hired to these positions will most likely begin looking for outside SBCTC opportunities.</p>
<p>SBCTC Application and Production Services</p>	<p>YELLOW</p>	<p>YELLOW</p>	<p>QA team considers SBCTC Production/Application Services as YELLOW at this time, as they are still managing the effort required to support 17 colleges in a production environment. This team also requires additional technical staff/expertise to meet DG5 and DG6 projected workloads.</p> <p>The complexity of supporting colleges with PeopleSoft Role Security has been difficult in April due to staff loss. A serious backlog of college role security changes has become problematic since priority is on meeting technical security requirements.</p> <p>A status report for the Production/Application Services clearly shows the substantial workload for which this team is responsible.</p> <p>Team is currently working with the Project team to deploy the new version of the HighPoint Mobile solution (HCX). This product is scheduled to go-live into production in early June.</p> <p>Team is also responsible for Accessibility Issues and SBCTC leadership has been engaged with Oracle on moving forward with SBCTC prioritized PS accessibility improvements.</p>

SBCTC Data Services	GREEN	GREEN	QA team continues to consider SBCTC Data Services as GREEN. This is an important and an under-reported area. Besides providing Centralized Data services to SBCTC, it has been at the forefront of working with the deployed colleges, supporting Datalink, providing training for PS Queries and supporting additional custom solutions and standard ctcLink reports.
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LEGEND	GREEN	YELLOW	RED
Risk Description	1) Low risks may be encountered NO immediate action needed	2) Moderate risks may be encountered Serious deficiency and action item recommended	3) High risks may be encountered Needs to be escalated and can impact project effort or cost

Additional Quality Assurance Findings

Governance

- Governance meetings are being routinely scheduled and documented.
- Future Support staffing must consider:
 - Plans to address future project work included in the post-DG6 environment.
 - Potential scope for the ctcLink “Optimization Project” which is in an early requirements stage.
- Gate 7 Funding preparatory work is impacted by changes in reporting process being made at State OFM and OCIO. The ctcLink PMO team is awaiting OCIO processing instructions at this time.

PMO and Staffing

- The PMO and Project staff continue to work remotely. The SBCTC offices remain closed at this time. Tentative date set for re-opening the Olympia office is now the fall 2021.
 - Project staffing most likely will remain remote.
- Project morale remains good. Focus is on DG5 work; however, staff is concerned about overlapping schedules between DG5 and DG6.
- Current Project is currently staffed with 50(+/-) SBCTC employees and 12 Contractors. SBCTC employees are especially concerned about future employment opportunities in the Customer Support organizations once DG6 implementation is completed in Spring 2022.
 - Loss of project personnel is starting. Already 2 members of the Project Finance Pillar team have decided to move on in early July.
- The PMO continues mentoring the DG5 and DG6 College PMs. This is a very important aspect since the College PMs vary both in skill and Higher Education environment backgrounds.
- The Requirements Traceability Matrix (RTM) update remains at 90% complete. The RTM is a status analysis of the original ctcLink scope requirements measured against what has actually been implemented or scoped/descoped by governance. The ctcLink Project Director reports that there will be a process of RTM review starting in June. The QA team views the completed RTM should be included within scope of the ctcLink Project Closeout by the PMO.

Phase Scope

- There are several replacement solutions being managed by the project team, including:
 - **Continuing Education Solution/Software Product** – CampusCE is the solution selected for use with Continuing Education. CampusCE is optional for a college. A couple of the deployed colleges have not decided to use this product. It is being deployed in two steps. Phase 1 was implemented in April for 6 deployed colleges, another 2 scheduled for early June and 4 more by mid-summer. The Phase 2 date remains dependent on ongoing design work and available staffing.
 - **Online Admissions (OAAP)** – OAAP is a custom application solution. OAAP is now implemented for ctcLink DG2/DG3 deployed colleges. OAAP for DG4 colleges is scheduled June 30th. OAAP scope included for future deployment with DG5/DG6 colleges.
 - **Planning and Budgeting Cloud Solution (PBCS)** – The solution is now live with DG2 and DG3 colleges. DG4/5 colleges are targeting January 2022 for implementation. Dates are based on college use in their budgeting schedule. Recognizing that this 3rd party software tool requires a high level of expertise to utilize, QA will be

recommending that the SBCTC Data Services team develop some budgeting reports to further assist college departments in managing their budgets.

- Additionally, there is other scope which is being worked on for inclusion in future ctcLink. This functionality includes:
 - **Accessibility** - SBCTC IT has responsibility for this area and will be reporting status. SBCTC Executives have now directly escalated Accessibility concerns to Oracle/PeopleSoft.
 - **PeopleSoft Talent Acquisition Module (TAM)**- All Deployed colleges, with the exception of Highline College, have adopted and using the Talent Acquisition Management (TAM) module.
 - **Dashboards and Analytics/OBIA** - The new hires for SBCTC-IT and the ctcLink project staff have expertise to implement this solution for dashboards and analytics. This work is currently funded in the ctcLink budget. Timing for inclusion in a specific DG implementation is not available at this time.
 - **Physical Inventory Software Product** - This product scope is now post- ctcLink go-live. Vendor solutions status was delayed in order to evaluate integration with asset tracking scanners directly with ctcLink PeopleSoft.
 - **Guided Pathways** - The ctcLink Steering Committee has defined Guided Pathways work as “out of scope.” This has been communicated to all colleges by SBCTC executive management and will be addressed in future projects post-DG6.
 - **Integration Broker (IB)** - Integration Broker is a foundation component of the PeopleSoft architecture. A pilot approach for using Integration Broker (IB) involves extracting data directly from PeopleSoft databases using the IB tool. No Deployment Group or date for this has been established.

Schedule

- QA considers the Schedule as GREEN. QA is concerned that this area will begin to trend to YELLOW. Our concern centers on possibility of Project Staffing loss of critical personnel during the next 8-9 months and if SBCTC ctcLink Customer Support teams are not staffed to the level of projected need. ctcLink Project and SBCTC IT management are very aware of this risk. The schedule overlap in DG5 go-live with the DG6 Data Cycle #4 conversion schedule is a known risk that the PMO is currently addressing.
- DG5/DG6 Deployment Groups Status
 - All colleges are now routinely reporting status.
 - There are now 17 college PMs being actively involved with their implementations. This number of PMs is a challenge.
 - The DG5 plan/schedule is being finalized as much as possible. Changes are made to the schedule, some based on lessons learned with DG4. Schedule changes needs to be made in close collaboration with DG5 PMs, utilizing effective communications and a degree of flexibility.
 - PMO is using a 90-day, firm schedule for DG6 at this time. Coordinating DG6 colleges are using a 30-day window since this is the best estimate until DG6 Conversion Cycle 2 activities complete in mid- June. An updated schedule will be provided that includes estimated go-live date ranges (subject to future Project Steering Committee approval/decisions). This is the same scheduling timeline in scheduling methodology for prior DGs as it is dependent on Cycle 2 data conversion times.

- DG5 overall targeted implementation date begins in October 2021. It has been scheduled over multiple weekends, due to data volumes and conversion processing time constraints. Implementation dates for each sub-group (DG5A, DG5B, and DG5C) have now been and approved by the ctcLink Project Steering Committee.
 - DG5A consists of the following colleges: Grays Harbor, Green River, Skagit Valley.
 - DG5B consists of the following colleges: Bellingham, Big Bend, and Whatcom.
 - DG5C consists of the following colleges: Bellevue and Everett.
 - DG5 work schedule is now very active.
 - Data Cycle #3 is completed and preparations underway for Cycle #4. Data Validation Workshop were held for DG5 in May.
 - Local configuration work continues with DG5 colleges.
 - Parallel Testing and Systems Integration (SIT) testing was underway and mostly completed.
 - Planning and preparations started for the DG5 User Acceptance Testing (UAT).
 - DG5 Courses/Classes will be implemented in Production environments scheduled for May 8/9th. Related workshops and training for DG5 college users are scheduled for mid-May.
 - Security activities are continuing. Project has added a resource to work with the colleges. Additional workshops were being held in May. Colleges need key college security administrators to participate and remain focused on the learning and adoption of PS Security. DG5 College PMs need to be engaged in this process, provide oversight and manage all security deliverables per the timeline.
 - To reduce schedule overlap for UAT and Data Validation tasks, PMO has now re-structured data validation tasks during UAT Sprint #1.
 - PMO reviewed lessons learned and has made changes to help explain critical nature of proper sequencing of UAT tests, related data conditions and validation for use with UAT as it involves cross-departmental transactions.
 - Bellevue College does payroll processing for 3 other colleges. This represents additional work for the Project team to ensure the ctcLink payroll processes work with this configuration. This issue also impacts HCM role security shared between colleges.
 - As reported in the latest ctcLink Project Status report (May 21st), five of 8 DG5 College PMs were self-reporting their status as GREEN. Exceptions are Green River, Grays Harbor, and Bellevue Colleges reporting their status as YELLOW.
 - Green River reported that they are in process of hiring business analysts to help with go-live and post-live operations. Once these positions are staffed, Green River expects to return status to Green.
- DG6 Implementation window is currently scheduled to begin in February 2022. Specific dates and subgroups will be evaluated once the Data Cycle#2 technical conversions provide the PMO with requirements. DG6 College schedules are also used in the evaluation process by the PMO.
 - DG6 consists of the following 9 colleges: Bates, Clover Park, Columbia Basin, Lake Washington, Renton, Shoreline, South Puget Sound, Walla Walla, Yakima Valley.

- As reported in the latest ctcLink Project Status report (May 21st), eight of the 9 DG6 College PMs are self-reporting their status as GREEN. The exception is Columbia Basin which reported their status as YELLOW. Columbia Basin has changed Project Manager and staff have been late with their homework assignments. Should return status to Green in June.
- DG6 BPFPG sessions completed. Local configurations are being worked on at this time.
- DG6 Data Cycle #2 was undergoing technical conversion in May. Cycle #2 data validation workshops with DG6 colleges scheduled for June.
- DG6 PM meetings are now being held bi-weekly.
- The PMO has now started a website dashboard which shows the scheduled (3 weeks) forecast of required meetings for the DG5 colleges. This new dashboard addresses Issues #125 and #126 that were concerning to the DG5 College PMs. It will be rolled out for the DG6 PMs in early June. This is another project improvement resulting from lessons learned. Involves implementing tool to for transparency and keeping 17 colleges updated with latest meeting schedules for their PMs and SMEs.

Training

- Training staff are now engaged in both DG5 training and continuing to provide CS support.
- Additional training content developed for security. Security training is now a Canvas Course with exercises. Additional improvements made in the training. Quick Reference Guides are being updated with role security.
- Training team is continuing to update and improve the Organization Business Process Guide documentation for First Week/First Month cross-pillar operations.
- Developing documentation for the new HighPoint mobile solution HCX.
- Other activities include development work for DG5 Key Concepts/ILT trainings and working with Testing team to begin to prep for DG5 UAT.

Testing

- Testing management has transitioned from the Functional Project Leads to the PMO Testing Coordinators for the remaining Deployment Groups.
- Payroll parallel processing was performed in May using Data Cycle #3 data. A workshop with users was held in early May. Team waiting on results.
- System Integration Testing (SIT) was underway in May. Testing team supported pillar functional analysts with testing.
- DG5 Student Financials parallel kickoff was May 12th. Testing of tuition calculations workshop was held on May 13th. Another workshop is scheduled for June 1st. Testing involves comparing Spring 2021 Enrollments vs. Legacy. Good results from the parallel were reported to the QA team.
- Planning underway for DG5 UAT and Role Security Sprints.

Configurations/Data Conversions/Environments/Development

- Technical team prepared DG5 Cycle#3 conversions for early May execution. Will be handed off to the Project Functional Staffs to validate.
- Oracle PUMs were installed in all Project environments.
- Planning now underway for future PS and 3rd party product updates.
- DG5 Data Cycle #3 planning work underway. Team supported colleges with their Cycle #2 data validations in April.

- Technical team is preparing for DG6 Cycle#2 conversions in late May.
- The DG6 Cycle #4 workload for conversions overlap with the DG5 Go-live implementations. This will require mitigation to reduce team stress.

Organizational Change Management

- Communications work continues to expand to meet the challenges of all deployment groups, deployed colleges, and councils/commissions.
- PMO/Communications team is now actively providing support for DG5 and DG6 college deployments. Kickoff meeting held with DG6 PMs/Communications staff.
- PMO has increased the level of communications to the Executive Sponsors to keep them informed, knowledgeable, and full supportive of their college project related activities. An Executive Sponsors Guide is now available.
- PMO continues to make adjustments that are OCM related based on the DG4 Lessons Learned. This includes more Workshops, Guides, and noted areas of improvement.
- PMO is currently working with Customer Support on developing a 90-day post-live plan for use with DG5/DG6 colleges.
- PMO continues to support bi-weekly sessions with DG5 PMs and now with DG6 PMs.
- PMO sponsored and held another Project Management Summit on May 21st. The focus was directed at the 17 college PMs and included OCM items. Deployed colleges shared their experience with ctcLink go-live implementations and post-live challenges.
- Summits community value and should be considered for scheduling post DG6.
- The ctcLink Financial Aid project team held mini sessions with DG5 Financial Aid SMEs on dual processing parallel testing.
- Role Security activity support for DG5 underway and critical for DG5 UAT Sprints.
- A new series of monthly workshops for “Hot Topics” was started by the Project working with Support staff. The latest workshop was held on May 25th with over 60 attendees. Includes guest speakers from the deployed colleges.

SBCTC Customer Support

- CS now has filled current approved positions.
- Ticket support work for DG4 colleges has leveled off after 1 year.
- The Solar Winds software used for processing support tickets was upgraded in May. The process of ticket priorities is related to the Service Level Agreement (SLA) which is currently being re-worked and will need vetting.
- SBCTC IT Division Management continues addressing overall support staffing needs for post-DG6 expected workloads. Projected level of support tickets is based on history with the current deployed colleges.
- QA believes there is now probably a 7- to 9-month window for SBCTC IT to begin recruiting and filling approved positions and transitioning staff from the project. Certain critical staff must stay on the project until all DG6 colleges are implemented.
- CS job descriptions have been developed and await posting.

SBCTC Production/Application Support

- Okta Identity Management Software was being implemented by SBCTC IT. This should have minimal impact on ctcLink PS applications.
- QA remains concerned that the Applications Support team is understaffed and will be challenged with the production implementation of DG5/DG6 colleges in addition to those colleges already deployed.
- A Web Ex session is now scheduled monthly to address issues with ctcLink Accessibility.

- The loss of a key security support person has negatively impacted the security technical effort in April. Currently interviewing candidates to fill open position.

SBCTC Data Services

- Oracle DataLink connects the PeopleSoft production database to each college district's Pluggable Databases (PDBs), replicating data stored in PeopleSoft in near real-time.
- DataLink Databases are now fully implemented for all colleges.
- Data Services team is working with Burgundy (Managed Services Contractor) to implement a virtual Database solution vs. the 31 separate databases. This approach could have major benefits in reducing ongoing maintenance.
- A Reporting Catalog has been created within the ctcLink Reference Center. Reporting solutions are being added to the Catalog for the more complex reporting processes.
- Data Services is also working on specific ctcLink support tickets.

Direct Project Recommendations

The following shows the open and recently closed recommendations with current updates from the QA and Project Teams.

- **QA 0180 Finding:** The Instructor Lead Training and the UAT Sprint schedules were not aligned effectively for DG4.

Recommendation: QA recommends that the Instructor Lead Training and the UAT Sprint schedules be better incorporated into future deployment detail schedules. **Latest Update:** Training and UAT dates have been developed and will be incorporated into the Project Plan.
- **QA 0181 Finding:** A number of potential future projects/enhancements/3rd party products have been viewed as elements of a “ctcLink Optimization” project.

Recommendation: This potential scope needs to gain traction/support within the WACTC Presidents and ctcLink Governance structure for the ctcLink PS system. It impacts future staffing, organization, and funding post DG6 deployments. **Latest Update:** ctcLink Project will need to review this recommendation.
- **QA 0182 Finding:** It is QA experience that the last months for a multi-year ERP project has serious challenges keeping critical project staff employed/contracted as they pursue other immediate career opportunities.

Recommendation: QA recommends that the ctcLink Program Director develop, working closely with SBCTC Executives and implement necessary mitigation activities to keep critical staff on the project until DG6 is fully implemented in 2022. **Latest Update:** One on one discussions with ctcLink team will be completed this week by Christy Campbell. Findings/future plans will be shared with Grant and Dani.

Other SBCTC Agency/Non-Project Recommendations

The following shows the open and recently closed recommendations with current updates from the SBCTC IT Agency Support Teams.

- **QA 0163 Finding:** The area encompassing Internal Quality Control Processes becomes more important as more colleges are implemented with PeopleSoft ERP.
Recommendation: QA recommends that the ERP Support Organization builds/incorporates QC processes into most critical areas such as: environment changes, product updates, 3rd party interface changes, new functionality, testing, and delivered training. There are standard QC processes in use by large ERP support organizations that SBCTC should become familiar with and consider for use. This would move the SBCTC Support organization closer to meeting the SLAs objectives. **Latest Update:** Recently received approval to have a resource (10 hours a week) work on internal Standard Operating Procedures (SOPs) and to enhance the Service Level Agreements (SLAs).
- **QA 0174 Finding:** SBCTC has been supporting the legacy system for over 12 years. SBCTC will continue to support the legacy system for colleges that have not been deployed with ctcLink. It needs to be recognized that the ERP PeopleSoft system acquired for the ctcLink project has substantially more functionality and is technically more complex and, as such, requires sufficient staffing and expertise to meet the service requirements of system of 34 colleges. SBCTC needs to be positioned to be successful with organization, processes, funding, and staff.
Recommendation: QA recommends that consideration be given to contracting the consulting services of a recognized 3rd party expert firm in evaluating future organization, processes, and staffing requirements. The byproduct of this should be recommendations and a blueprint for SBCTC and WACTC to implement over the next year while the remaining colleges are deployed. **Latest Update:** Expected resolution on 6/24/2021 with State Board approving the solution as it adopts system FY22 budget and operating fees.
- **QA 0175 Finding:** The Washington Association of Community and Technical Colleges Presidents (WACTC), with its multiple Commissions and Councils, provide policy, leadership, and ownership of the business processes used by the colleges. While the ctcLink Steering Committee has added non-voting members from Commissions and Councils to its meetings, the current Governance structure utilized for the ctcLink Project does not address post-live production and future projects and expanded needs of the colleges, including involvement of Commissions and Councils.
Recommendation: QA recommends that consideration be given to addressing post-deployment Governance, including roles of Commissions and Councils, before all colleges are fully deployed. **Latest Update:** ctcLink governance is being reviewed for ongoing operational planning. SBCTC -IT will be meeting with Commissions and Councils to review existing project governance (Exec. Leadership Committee, Steering Committee, Working Group, Change Mgmt. Board). The Strategic Technology Advisory Committee will also review and provide input to an ongoing governance model. Feedback and Draft model to be reviewed with Commissions, Councils, WACTC during the summer 2021 meetings.
- **QA 0176 Finding:** The processes of managing the prioritization of routing/monitoring incoming support tickets is a QA concern that it was developed in time for the DG4 implementation. Given all her responsibilities, CS Director has not been able to develop these processes.

Recommendation: QA believes the Customer Service Director requires additional expertise and support to address this key aspect of an effective support organization. This needs to be addressed immediately. **Latest Update:** Two staff are working with a few PMs to revise the SLAs and develop SOPs. We will soon be bringing these items out to the organization and the colleges.

- **QA 0178 Finding:** The current Support Ticketing system used for ctcLink ERP does not produce the metrics required to effectively manage Customer Support operations. This makes it extremely challenging for the Customer Support Director to evaluate and trend the performance of the Customer Support organization.

Recommendation: QA recommends that this Support Ticketing system either be replaced or changed to better produce meaningful metrics. **Latest Update:** Working with the ticketing system admin team to determine additional features of the current ticketing system to better produce metrics.

- **QA 0179 Finding:** A Triage Manager position in ctcLink Customer Support is a part-time share with the Project PMO. Once the DG4 colleges are implemented, over 17 colleges will be dependent on the SBCTC IT ctcLink Customer Support organization.

Recommendation: QA recommends that the Triage position become full-time staffed with ctcLink Customer Support and the Triage processes be integrated with support ticket prioritization. **Latest Update:** Critical that triage manager stays involved with DG5 & 6 PMs and meetings.

- **QA 0183 Finding:** The Legacy system (data, software, and hardware) will be no longer operationally required once ctcLink is deployed for all 34 colleges and SBCTC. There are substantial cost savings related to software licenses to be achieved. Planning needs to begin to determine how best to sunset the Legacy system.

Recommendation: QA recommends that the SBCTC IT team work with the Information Technology Commission (ITC) and Data Governance group to plan the steps for sunsetting the current Legacy hardware, software and data once all 34 colleges are using ctcLink. **Latest Update:** Initial planning has begun. Legacy Transcript project implementation is in process. Final data migration platform and access being architected.

- **QA 0184 Finding:** The current ctcLink Project staff is concerned regarding future job opportunities within SBCTC IT ERP Support, whether in Customer Support, Applications Services, or Data Services. Some of the Project staff has indicated an interest in continued employment post-ctcLink project. Without opportunity, the staffing for DG6 will be at risk since the project staff will be looking for their next employment opportunities and will leave prior to DG6 completion.

Recommendation: QA recommends that SBCTC leadership prepare transition strategy and steps to ensure continuity of critical staff within the next 12 months. **Latest Update:** This process has begun with the support staffing plan and funding model: As this plan and funding model are approved, staff transition will be coordinated with Project and Legacy support responsibilities through completion of both the project and legacy shutdown.

- **QA 0185 Finding:** The new Budgeting tool that has been included in scope for ctcLink requires a high level of expertise to use and support. A consultant is being contracted for by the Project to assist colleges with the software product.

Recommendation: QA recommends that the SBCTC Data Services team develop some budgeting reports to further assist college departments in managing their budgets at the Departmental levels. **Latest Update:** Under review -will be updated by June 2021.

- **QA 0186 Finding:** The ctcLink Data Services Support organization is expanding and taking on additional PS critical responsibilities. There is no routinely reported status of the current workload, schedules, and progress.
Recommendation: QA recommends that a monthly status report is prepared for ctcLink Data Services and distributed to the deployed colleges and to the Steering Committee that shows workload status, schedule, priorities, staffing concerns, and completed activities. **Latest Update:** Under review -will be updated by June 2021.

Gate 6 Deliverable Review

QA has reviewed Gate 6 Deliverables.

Gate 6 Deliverables / Description	Artifacts (Documents)/Links	Quality Assurance Moran Technology Consulting Review/Feedback	Date Completed
DG6 - Master Project Plan (Baseline #1)	Restricted access ~ PWA: https://ctclink.sharepoint.com/sites/pwa/Projects.aspx cDR: https://sbctc.app.box.com/folder/87524875299	Updated regularly and provided to college PMs. Look aheads are also pulled and provided regularly.	12/1/2020
DG5 - Business Process Fit/Gap Homework Complete	DG5 Milestones Tracking & Readiness google sheet: https://docs.google.com/spreadsheets/d/14l_5c-TkECgkTMP2h2pYGRWnETTsOcXLWC1PhrsRcJM/edit#gid=419379519	Made some updates to the process based on DG4 lessons learned feedback - better able to track progress by college.	1/29/2021
DG4 - Data Validation Sign-off	SBCTC Site: https://www.sbctc.edu/colleges-staff/it-support/ctclink/project-steering-meeting-minutes.aspx Refer to: January 12, 2021 meeting: ctcLink DG4-A Go Live Readiness Presentation & January 26, 2021 meeting: ctcLink DG4-B Go Live Readiness Presentation DG4 Milestones Tracking & Readiness google sheet: https://docs.google.com/spreadsheets/d/1NwvkrYv5H-ZI7-xIPino2Lm8wyOk0H-PJ51Cj4mRYL0/edit#gid=1981670060	Shown at the appropriate executive steering committee as part of go-live decision making process.	1/21/2021
DG4 - Security Mapping Sign-off	Same as DG4 Data Validation Sign-off	Significant tracking shown and most work completed before go-live decision; colleges were accepting of	1/21/2021

		risks associated with those tasks not completed before go-live.	
DG4 - Updated User Acceptance Test Results	Internal stats of completion email referenced.	Data was emailed regularly and colleges had completed most testing before go-live decision.	1/8/2021
DG4 - Go/No Go Readiness Assessment	DG4 Milestones Tracking & Readiness google sheet: https://docs.google.com/spreadsheets/d/1NwvkrYv5H-ZI7-xIPino2Lm8wyOk0H-PJ51Cj4mRYL0/edit#gid=1981670060	Data was shown (~50 criteria) that was used to determine go-live readiness.	1/26/2021
DG6 - Global Design Review Participation and Adoption Sign-off	Internal stats of completion email referenced.	Data tracked and reported on regularly throughout the design process.	5/31/2021
DG4 - Go-Live Milestone Sign-off Acceptance	Same as DG4 Data Validation Sign-off	Milestones tracked and signed-off throughout the go-live activities.	1/21/2021
DG4 - Lessons Learned Activity	Posted to OCIO Site: https://waocio.secure.force.com/ProjectDetail?id=a06U000000G3n6VIAR	Lessons learned information was exhaustive from a collection method and actual data collected. It was whittled down to a manageable level of key lessons learned for presentation.	4/15/2021
All - Requirements Traceability Matrix (RTM)	Moved to Gate #7.	QA has been informed that this has been moved to Gate 7 as a deliverable in alignment with project closeout and final deployment group.	

Risk Assessment

Identify potential barriers to meeting project objectives and milestones, their probability of occurring and impact if they occur, and recommended and observed mitigations.

The Top Risks are:

- The ability of the project to maintain current resources through the end of the project as staff start to consider future employment opportunities as the project nears completion.
- Ability of ctcLink PeopleSoft Customer Support to be properly staffed and knowledgeable for the future, multi-college deployment groups.
- Continued active engagement of colleges as they begin and continue preparations for future deployment go-lives. Strained budgets and remote work environments have increased this risk.
- Covid-19 and its continuing impact on finances and remote working environments.

The PMO and the SBCTC IT organization is taking mitigation actions for each of these risks within its control.

The QA team has reviewed and agrees with the risks as identified by the Chief Technology Officer - ctcLink Program and included in the Project Status Report.