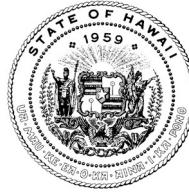


DAVID Y. IGE
GOVERNOR



DEPT. COMM. NO. 005
DOUGLAS MURDOCK
CHIEF INFORMATION
OFFICER

OFFICE OF ENTERPRISE TECHNOLOGY SERVICES

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February 15, 2022

The Honorable Ronald D. Kouchi,
President, and
Members of The Senate
Thirty-First State Legislature
Hawaii State Capitol, Room 409
Honolulu, Hawaii 96813


The Honorable Scott K. Saiki,
Speaker, and
Members of The House of Representatives
Thirty-First State Legislature
Hawaii State Capitol, Room 431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

Pursuant to HRS section 27-43.6, which requires the Chief Information Officer to submit applicable independent verification and validation reports to the Legislature within ten days of receiving the report, please find attached the report the Office of Enterprise Technology Services received for the State of Hawaii Department of Human Services' Systems Modernization Project.

In accordance with HRS section 93-16, this report may be viewed electronically at <http://ets.hawaii.gov> (see "Reports").

Sincerely,


Douglas Murdock (Feb 15, 2022 10:21 HST)

Douglas Murdock
Chief Information Officer
State of Hawai'i

Attachment (2)



Hawaii Department of Human Services Systems Modernization Project

Final IV&V Status Report
for Reporting Period: January 1 - 31, 2022

Submitted: February 14, 2022

Overview

- [Executive Summary](#)
- [IV&V Findings and Recommendations](#)
- [IV&V Engagement Status](#)
- [Appendices](#)
 - [A – IV&V Criticality Ratings](#)
 - [B – Risk Identification Report](#)
 - [C – Acronyms and Glossary](#)
 - [D – Background Information](#)



Solutions that Matter



Executive Summary

Executive Summary



In January, the project team finalized the revised design process that will be implemented in early February. The team continues to experience design phase challenges, especially in the Interview process which is extremely complex. The project team will pilot the new design process for Release 0.6 and adjust the process based on lessons learned prior to conducting multiple concurrent design sprints. This approach may minimize the risk of resource overallocation and provide insight into whether available project resources can manage planned design activities in future releases. It remains unclear if additional time will be needed in the schedule.

The project team continued to focus on efforts to finalize the revised BI-5 Project Schedule. Although this activity has been in progress for several months, the current approach taken by DHS and the ASI to build the revised schedule with input from stakeholders, the project team, and using historical data points has improved. The project team plans to gain DHS approval of the BI-5 Project Schedule in February 2022. Once approved, monitoring performance to the revised schedule will be critical to avoid future delays. Significant work remains. The team cannot lose momentum and will need to quickly adopt the design process changes and move forward. Even with the improvements incorporated into the design process, it remains a risk given the impact on all downstream activities.

The project leadership team is taking steps to closely monitor performance so there are no delays when adjustments are necessary.

Oct	Nov	Dec	Category	IV&V Observations
			Project Management	The project team reviewed the BI-5 Project Schedule published by the ASI. A review session is planned in early February to walk through the schedule and address input provided by DHS, FNS, IM and IV&V. Three of the nine findings in this category remain at a high criticality rating, resulting in this category remaining at a high criticality rating since July 2020 (19 months).

Executive Summary



Oct	Nov	Dec	Category	IV&V Observations
M	M	M	System Design	The ASI has made progress in this category and implemented two IV&V recommendations. The revised SDLC/design process will be evaluated over the next few months.
M	M	M	Configuration and Development	The new SDLC/design process has been communicated to the BES Project Team and will be implemented in February. IV&V will continue to monitor all SDLC processes to assess whether the revised design process positively or negatively affects performance.
H	M	M	Integration and Interface Management	The ASI has made progress regarding interface planning. The revised project schedule has allowed the ASI to move up some integration tasks to earlier releases. IV&V will continue to monitor as the integrations are developed/tested.
M	M	M	Testing	There are no major changes to the Testing category in this reporting period. IV&V plans to review the testing metrics in greater detail when additional testing occurs. IV&V also awaits ASI progress on the ADA compliance tool.
H	H	H	Security and Privacy	DHS and the ASI have agreed on the use of Aha to track the implementation of security controls. IV&V is maintaining a high criticality rating for this category due to the importance of having the security controls complete.

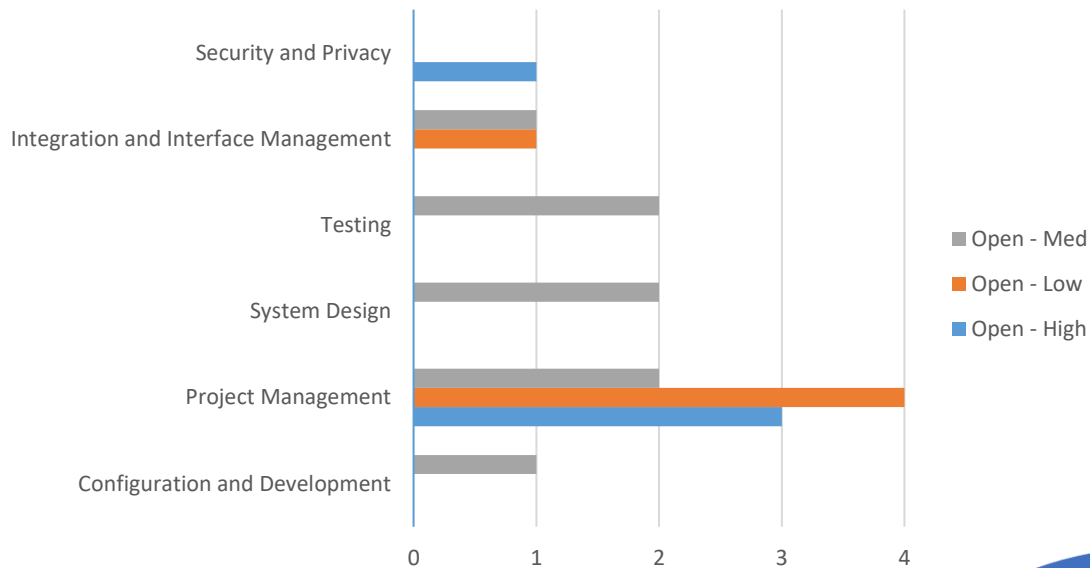
IV&V Findings and Recommendations

IV&V Findings and Recommendations

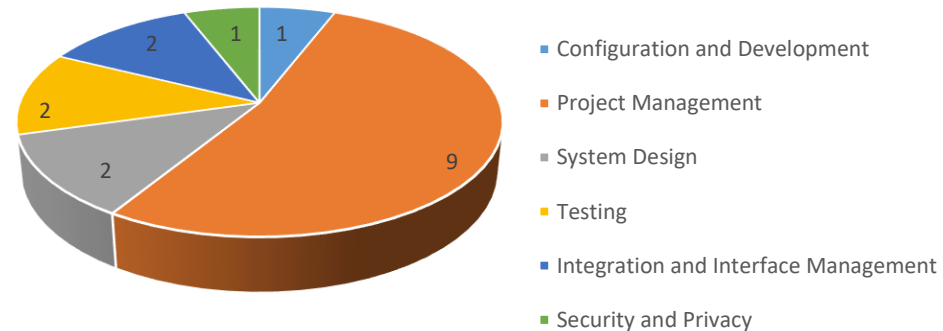


As of the January 2022 reporting period, PCG is tracking 17 open findings (10 risks and 7 issues) and has retired a total of 52 findings. Of the 17 open findings, 9 are related to Project Management, 2 in Integration and Interface Management, 2 in Testing, 2 in System Design, 1 in Configuration and Development, and 1 in Security and Privacy.

Open Risks & Issues



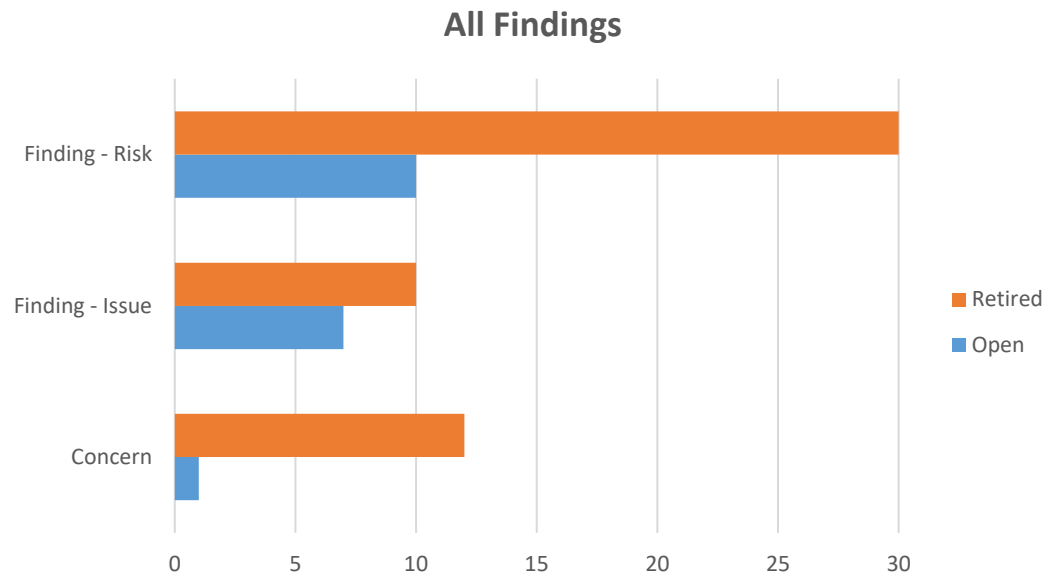
Open Risks & Issues by Category



IV&V Findings and Recommendations



The following figure provides a breakdown of all IV&V findings (risks, issues, concerns) by status (open, retired).



IV&V Findings and Recommendations



Findings Retired During the Reporting Period

#	Finding	Category
69	<p>Risk - Lack of DHS visibility into regression testing may cause defects/rework within the BES application.</p> <p>The ASI held clarification sessions and updated the Regression Testing Dashboard to reflect code/configuration changes (flagged as “New”) that caused previously developed functionality to fail. Defects marked “Existing” are those that have not been corrected and are expected when executing the Regression Test Suite. This finding is retired since Regression Testing results have been clarified and provided.</p>	Testing

IV&V Findings and Recommendations



Preliminary Concerns Investigated During the Reporting Period

#	Finding	Category
70	<p>Insufficient configuration management could lead to development confusion and reduce the effectiveness of bug resolution.</p> <p>No material update for this reporting period.</p>	Configuration and Development

IV&V Findings and Recommendations



Findings Opened During the Reporting Period

#	Finding	Category
	None	

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
2	<p>Issue – Late Delivery of project deliverables has caused schedule delays.</p> <p>The Project continues to develop a new baseline schedule for DHS approval that addresses existing delays and changes to SDLC processes. The project team continues to use an unapproved version of the schedule to track tasks. Until a baseline is developed and agreed upon, there is no reference to determine if project deliverables are late for any release past Release 0.6.</p>	

Recommendations	Progress
<ul style="list-style-type: none">DHS and the ASI agree to a revised schedule against which project deliverables can be managed.	In process
<ul style="list-style-type: none">Despite not yet having a revised baseline schedule, continue monitoring and analyzing deliverables that may have impact to the critical path.	In process

IV&V Findings and Recommendations



Project Management


#	Key Findings	Criticality Rating
29	<p>Issue – Uncertainty and/or a lack of communication around long-term architecture decisions could impact the project budget, schedule, system design, and planning decisions.</p> <p>The ASI has yet to fully share and vet details of key change requests with stakeholders. The ASI plans to review these details with PACXA (subcontractor) in the coming weeks.</p>	

Recommendations	Progress
• DHS should finalize the Portal strategy and communicate the strategy with the stakeholders and project teams.	In process
• The Project should continue to vet possible architectural change impacts to the platform (e.g., ADA, Configuration Management tools), M&O, MQD, and BES systems before finalizing architectural decisions.	In process
• DHS continue to request ASI perform due diligence in any recommendation for foundational architecture change decisions and continue to review with appropriate DHS stakeholders to assure a common understanding of the implications of these decisions.	In process
• The Project should continue to ensure communication between development leads and architecture leads to assure optimal collaboration on possible architecture changes that could impact decisions in each area.	In process
• Maintain current communication processes to ensure regular communication between the architecture team and the rest of the project team to assess impacts of architecture decisions to the Project.	In process

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
43	<p>Issue – DHS PMO project team members have transitioned off the Project, which may cause gaps in knowledge transfer and leadership on the Project.</p> <p>No material updates in this reporting period.</p>	

Recommendations	Progress
<ul style="list-style-type: none">DHS continue to work with the appropriate organizations to identify the funds necessary to fill these positions.	In process

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
47	<p>Risk – The COVID-19 pandemic and the related "stay at home" order could hinder project activities and negatively impact the project schedule and budget.</p> <p>The ASI has reaffirmed that remote meetings are a less effective form of communication than in-person and therefore, COVID continues to have a negative impact on the quality of some project activities, albeit difficult to quantify.</p>	

Recommendations	Progress
<ul style="list-style-type: none"> Suggest the Project and DHS create a detailed, documented risk mitigation strategy and plan that is reviewed regularly and revised to address the current state of the COVID-19 threat and related impacts over the next 6 to 12 months. The plan should include the possible economic impacts to the state budget directly related to project resources. 	In process
<ul style="list-style-type: none"> Send broad communications to stakeholders to assure clear understanding of changes to the Project with this regard to impacts of COVID as well as clarifying communications as to what will remain the same. 	In process
<ul style="list-style-type: none"> Project leadership continue to encourage independent phone conversations to enhance and accelerate communications, and for team members not wait for meetings to converse. 	In process

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
49	<p>Issue – Poor quality project deliverables may impact system design, testing artifacts and the project schedule.</p> <p>Based on ASI and DHS testing and defect validation progress, IV&V’s root cause recommendation is complete. If remaining testing for all sub-releases in Release 0.6 shows a low cause of defects from design, the primary concern of this finding should be addressed.</p>	

Recommendations	Progress
<ul style="list-style-type: none"> ASI review the Quality Management Plan to ensure that the Project is working within the Quality guidelines. In particular, the ASI should evaluate and consider if it is in alignment with Section 3.1.2 Measure Project Quality, which states “ASI measures process and product quality by 1) selecting BES implementation process and product attributes to measure; 2) selecting component activities to measure; 3) defining value scales for each component activity; 4) recording observed activity values; and 5) combining the recorded attribute values into a single number called a process quality index.” IV&V has not seen evidence indicating the ASI is utilizing metrics to measure its process and product quality. 	Not Started
<ul style="list-style-type: none"> ASI verify that the information in design and testing artifacts is kept in sync and consistent. 	In process
<ul style="list-style-type: none"> ASI perform a root cause analysis with DHS and IV&V in attendance to determine the source of the design defects. 	Complete

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
65	<p>Risk – Lack of DHS BESSD staff with expansive business knowledge could lead to a BES solution design that falls short of the DHS business needs.</p> <p>The ASI and DHS project leads presented the new design process to the BES Project Team. Until it is used in the upcoming reporting period, it remains unclear if the DHS BESSD staff on the Project are adequate to drive an accurate design. IV&V will monitor the design process for a reduction in risk related to this finding.</p>	

Recommendations	Progress
<ul style="list-style-type: none">DHS continue to identify BESSD SMEs to support the Project as the project progresses.	In process
<ul style="list-style-type: none">Continue coaching the new BES Product Owners to ensure the new system takes advantage of new technologies and aligns to the planned business processes.	In process
<ul style="list-style-type: none">DHS continue planning, transitioning, and adapting to staff changes.	In process
<ul style="list-style-type: none">DHS assess the value of assigning a Lead Product Owner to manage and coordinate all efforts to promote collaboration, consistency, and help with resource requirements.	Not Started

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
71	<p>Risk – The lack of the final agreement on the scope and costs of the GCP Change Request (CR) may lead to unanticipated DHS costs, schedule delays, and/or the need to reduce scope.</p> <p>IV&V has requested a copy of the GCP change request from the DHS Enterprise Technology Officer. IV&V waits to see if the ASI addressed our recommendations in the details of the CR.</p>	

Recommendations	Progress
<ul style="list-style-type: none">The ASI should document the current environment M&O activities to ensure all activities are known with a clear understanding of the “AS IS” and “TO BE” model for services beginning with the DDI, through Pilot/Implementation and M&O.	In process
<ul style="list-style-type: none">The ASI clearly document the scope of work and cost for the GCP CR during DDI and M&O and provide to DHS for approval.	In process

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
72	<p>Risk – The inability to measure and report the overall Data Conversion work effort and progress may lead to schedule slippage.</p> <p>Based on discussions with the ASI, two recommendations are complete. IV&V looks forward to the data conversion team making progress on the Data Conversion Dashboard in the next reporting period.</p>	

Recommendations	Progress
<ul style="list-style-type: none">The ASI should develop reports with metrics that accurately measure the Data Conversion progress.	In process
<ul style="list-style-type: none">The Data Conversion team should evaluate the Just In Time (JIT) approach to determine if there are risks to the Project that should be monitored/managed.	In process
<ul style="list-style-type: none">The DHS Data Governance committee continue to clarify the usage of MDM so the BES conversion team aligns to the planned governance structure.	Complete
<ul style="list-style-type: none">The Data Conversion team consider using use cases and story points to measure progress.	Complete

IV&V Findings and Recommendations



Project Management

#	Key Findings	Criticality Rating
74	<p>Risk – The lack of a BES project schedule based on accurate estimations diminishes effective planning and resource management, which could result in late deliverables, cost increases, and a late go-live.</p> <p>The ASI provided several draft schedules and is responding to comments from reviewers. The schedule has not been approved by DHS. The ASI stated that development, technical design and functional design estimates were all reviewed and assigned levels of efforts which fed directly into the revised schedule. However, it remains unclear if the current level of DHS and/or ASI resources is appropriate for the anticipated workload.</p>	

Recommendations	Progress
<ul style="list-style-type: none"> Using the available tools, review the current estimates to complete each activity compared to past actual hours. 	In process
<ul style="list-style-type: none"> Update as necessary and provide the DHS/ASI Project Managers with reports and data that accurately reflect the DHS/ASI resource needs along with over/under allocations of staff for the duration of the Project. 	In process
<ul style="list-style-type: none"> Develop mitigation and contingency plans that are tracked/managed by DHS/ASI for all tasks that are behind schedule or are at risk of being behind schedule which includes resource management. 	In process
<ul style="list-style-type: none"> Discuss, validate and address additional concerns within the project processes that may cause the project delays other than inaccurate estimates such as over reliance on POs, slow design sprints, and cadence of development teams. 	In process

IV&V Findings and Recommendations



Integration and Interface Management

#	Key Findings	Criticality Rating
60	<p>Risk – System Integration of the BES Modules (CMM, FMM, SSP) will be developed in the later releases vs. a continuous integration model within each release which may cause schedule delays.</p> <p>The ASI has stated they continue to make progress in integrating their teams to assure integration points are effectively and efficiently addressed. The ASI has also stated that they have moved up some integration tasks in the schedule to further mitigate this risk.</p>	

Recommendations	Progress
<ul style="list-style-type: none">• Prioritize the build and testing of integration points to assure integrations (through early end-to-end testing) meet expectations throughout development instead of waiting to perform them for the first time as go-live approaches.	In process
<ul style="list-style-type: none">• The ASI plan and communicate the mitigation strategy for handling risks associated with their integration approach.	In process

IV&V Findings and Recommendations



Integration and Interface Management

#	Key Findings	Criticality Rating
63	<p>Risk – The lack of early planning and coordination with interface partners may result in schedule delays.</p> <p>There were no changes to the interface communication plans in this reporting period. Based on discussions with the ASI, two recommendations are complete.</p>	

Recommendations	Progress
<ul style="list-style-type: none">Identify and document all interface partners' contacts.	In process
<ul style="list-style-type: none">Define a detailed schedule for each interface to include milestone dates, coordination, and execution and share with the interface partners.	Complete
<ul style="list-style-type: none">Determine which deliverable will include the details associated with the planned connectivity and detailed technical designs of all interfaces.	Complete
<ul style="list-style-type: none">Complete all MOAs and obtain approval.	In process
<ul style="list-style-type: none">Confirm testing dates with interface partners in writing.	In process

IV&V Findings and Recommendations



Configuration and Development

#	Key Findings	Criticality Rating
16	<p>Issue – Lack of clear understanding of the DDI approach may reduce effectiveness of all SDLC Processes.</p> <p>The ASI and DHS are revising their current SDLC/Design process to improve, among other things, overall effectiveness and assure important details are vetted by appropriate stakeholders. Given that the estimated duration for each use case averages 15 days, it remains unclear if the new process will lead to schedule delays.</p>	

Recommendations	Progress
<ul style="list-style-type: none">• ASI make available their DDI approach documentation/materials for stakeholders to review and/or refresh their knowledge on demand.	In process
<ul style="list-style-type: none">• The Project monitor DHS product owner productivity, ability/willingness to provide effective feedback to the ASI for design and other important decisions and provide coaching as needed to assure their effectiveness in their role.	In process

IV&V Findings and Recommendations



System Design

#	Key Findings	Criticality Rating
61	<p>Issue – Poorly executed JAD and "design sessions" could lead to inaccurate design and rework.</p> <p>Based on progress by ASI, two of the recommendations are complete. The revised Design Sprint process will kick-off on 1/31/2022, which both ASI and DHS hope will address many of the concerns called out in this finding.</p>	

Recommendations	Progress
<ul style="list-style-type: none"> JAD and design sessions should be led by experienced senior BAs, with goals, objectives and results communicated to all participants. 	In process
<ul style="list-style-type: none"> The facilitator should use their expertise to drive discussions through leading questions. 	In process
<ul style="list-style-type: none"> The DHS and ASI product owners should actively participate to ensure the system meets the requirements, designed taking advantage of new technology and aligns to the 'to be' business process. 	In process
<ul style="list-style-type: none"> The ASI should back-track significant differences in design direction to determine the root cause to identify these items as early in the SDLC as possible. 	In process
<ul style="list-style-type: none"> The Functional Design Document process, to include the Design Sprint concept, should be clearly defined and shared with all project team members. 	Complete
<ul style="list-style-type: none"> Invite IV&V to all future design sessions and design sprints to allow IV&V to observe and assess the effectiveness of the revised design processes. 	Complete
<ul style="list-style-type: none"> ASI and DHS should work together to vet the in-progress design with all SMEs for the area of focus. 	In process

IV&V Findings and Recommendations



System Design

#	Key Findings	Criticality Rating
73	<p>Risk – The planned BES infrastructure is complex which could be difficult to implement and maintain and could lead to schedule/cost impacts</p> <p>The ASI stated that the proposed revised/extended schedule allows enough time to build the complex environment. The ASI continues to maintain that the components they are using, though complex, will reduce person-hours for maintenance and improve system support. The ASI is making efforts to refine their patching strategy for the large number of components that will have to be updated and patched throughout the life of the system.</p>	

Recommendations	Progress
<ul style="list-style-type: none">ASI clearly communicate the potential costs and schedule impacts to implementing the planned infrastructure.	In process
<ul style="list-style-type: none">DHS work with the ASI to assess the potential challenges of maintaining a complex environment and consider scaled back options that could reduce this risk and reduce long-term support costs.	In process
<ul style="list-style-type: none">ASI develop a process to closely monitor cloud and other product changes (software updates/new releases), manage changes, and regression test once updates are applied.	In process

IV&V Findings and Recommendations



Testing

#	Key Findings	Criticality Rating
66	<p>Issue – The number of issues/defects found during testing may cause planned work in the future sprints to be delayed due to the resolution and retesting of issues/defects.</p> <p>There has been no progress during this reporting period. IV&V is monitoring this finding and plans to review the defect leakage KPI and remaining Release 0.6 and Release 0.7 metrics as they become available as a measure of the effectiveness of changes made based on the ASI's RCA. The ASI maintains that they have completed the RCA of the defects from Release 0.5 and feel no additional benefit will be gained.</p>	

Recommendations	Progress
<ul style="list-style-type: none">Adjust the project plan and provide reasonable scope for SIT in subsequent releases taking into account the number of defects and testing time needed.	In process
<ul style="list-style-type: none">The ASI should report testing metrics and DHS should monitor this Key Performance Indicator (KPI).	In process
<ul style="list-style-type: none">If defect leakage worsens in the future releases, the ASI should consider a Root Cause Analysis (RCA) with DHS and IV&V to identify and take corrective actions.	In process

IV&V Findings and Recommendations



Testing

#	Key Findings	Criticality Rating
67	<p>Risk - The Americans With Disabilities Act (ADA) Section 508 compliance tool has not been installed for the Project, which may cause significant rework.</p> <p>There was no further demonstrations or communication regarding the use of an ADA compliance tool during the reporting period. Note that this finding is mitigated by the ASI using a desktop ADA compliance checking tool during development.</p>	

Recommendations	Progress
<ul style="list-style-type: none">The ADA tool meets contractual and project requirements.	In process
<ul style="list-style-type: none">The ASI communicates a plan for ADA test execution.	In process
<ul style="list-style-type: none">The ASI communicates how the tool will be used to report compliance and non-compliance and how non-compliance will be addressed/corrected	In process
<ul style="list-style-type: none">The ASI communicates how and when DHS/IV&V will be provided the reports from the ADA tool execution and how to interpret the results.	In process

IV&V Findings and Recommendations



Security and Privacy

#	Key Findings	Criticality Rating
68	<p>Risk - Insufficient planning/execution of the BES Security Plan activities may lead to delays in gaining Federal Partner approval for the BES to begin the Pilot Phase.</p> <p>The format of the security and privacy controls documentation in Confluence has been approved by DHS, and the ASI continues to work on populating the in-scope controls. The process for reviewing the controls implementation in Confluence has been refined and fields have been added to more accurately reflect the current status of each control. DHS has provided ASI with the latest SSA materials for the SRTM and ASI has acknowledged that their work is based on the same. DHS is meeting with FNS on 2/2/22 to determine requirements for go live.</p>	

Recommendations	Progress
<ul style="list-style-type: none">The ASI continue to develop the BI-13 Security Plan in close collaboration with DHS.	In process
<ul style="list-style-type: none">DHS and the ASI agree upon the tools and process that will be used to document and track security control implementation, if not included in the BI-13 Security Plan. The process should define the level of detail needed to track progress (estimates, target dates, risks, issues, evidence) along with the Requirement Traceability Matrix.	In process
<ul style="list-style-type: none">ASI, per DHS guidance, should begin to pivot toward the adoption of 800-53 Rev 5 since Rev 4 will be obsolete when the system goes live.	In process



IV&V Status

IV&V Engagement Status



IV&V Engagement Area	Nov	Dec	Jan	Comments
IV&V Budget				
IV&V Schedule				
IV&V Deliverables				PCG submitted the final December IV&V Monthly Status Report.
IV&V Staffing				
IV&V Scope				PCG continues discussions with DHS about extending our contract end-date and exercising the first two-year option.

Engagement Status Legend		
	The engagement area is within acceptable parameters.	
	The engagement area is somewhat outside acceptable parameters.	
	The engagement area poses a significant risk to the IV&V project quality and requires immediate attention.	



- IV&V activities in the January reporting period:
 - Completed – December Monthly Status Report
 - Ongoing – Review the BES Project Artifacts and Deliverables
 - Ongoing – Attend BES Project meetings, (see [Additional Inputs](#) pages for details)
 - Reviewed available ASI Original Contract and BES Optimization contract amendment documentation
- Planned IV&V activities for the February reporting period:
 - Ongoing – Observe BES Design and Development sessions as scheduled
 - Ongoing – Observe Bi-Weekly Project Status meetings
 - Ongoing – Observe Weekly Architecture meetings
 - Ongoing – Observe Weekly Security meetings
 - Ongoing – Observe Agile Development meetings
 - Ongoing – Monthly IV&V findings meetings with the ASI
 - Ongoing – Monthly IV&V Draft Report Review with DHS, ETS and ASI
 - Ongoing – Participate in weekly DHS and IV&V Touch Base meetings
 - Ongoing – Review BES artifacts and deliverables

Deliverables Reviewed



Deliverable Name	Deliverable Date	Version
BI-22 Release 0.6b SSP System Test Report – DRAFT	1/31/2022	V1.0
BI-20 Release 0.6c Test Scenarios, Cases, and Scripts - DRAFT	1/31/2022	V1.0
BI-10 R0.7 SSP Electronic Notes (Iteration 1)	1/26/2022	V0.1
BI-16 Data Conversion Plan – REVISIONS	1/26/2022	v1.22
BI-5 Project Schedule Baseline v0.6 (1)	1/25/2022	v0.11
CO41 Manage HYCF Data FDD R0.7	1/25/2022	
BI-21 Release 0.4 Updated and Completed Detailed Functional and Technical RTM Deliverable (Iteration 1)	1/18/2022	V1.0
BI-20 Release 0.6 SSP Translations and Electronic Notices Test Scenarios, Cases, and Scripts	1/14/2022	V0.1
BI-14 Release 0.6 Technical Design Document - SSP (Iteration 1)	1/12/2022	V1.3
Design Sprint (process flow)	1/3/2022	

Additional Inputs – Artifacts



Deliverable Name	Artifact Date	Version
Unisys Contract Amendment 3	4/17/2020	N/A
FNS Handbook 901	01/2020	V2.4
BES Project Schedule (BI-5)	1/18/2022 1/12/2022 1/7/2022	V0.11 V0.10 V0.8
Use Case to Release Listing	N/A	N/A
BES Weekly Status Report	1/26/2022 1/19/2022 1/12/2022 1/5/2022	N/A
BES Risks and Issues Log	1/26/2022	N/A
BES Interface Communication Plans and Interface Control Documents	N/A	N/A
NIST Special Publication 800-53 Security and Privacy Controls for Information Systems and Organizations	12/20/2020	Rev.5
NIST Special Publication 800-53 Security and Privacy Controls for Information Systems and Organizations	1/22/2015	Rev. 4



Meetings and/or Sessions Attended/Observed:

1. Weekly Platform Status Meeting – 1/4/2022, 1/11/2022, 1/18/2022, 1/25/2022
2. Bi-Weekly Project Status Meeting – 1/5/2022, 1/19/2022
3. Bi-Weekly BES PMO and IV&V Touch Base – 1/5/2022, 1/12/2022, 1/26/2022
4. Weekly BES Dev Stand-up – 1/5/2022, 1/12/2022, 1/19/2022
5. Weekly SSP Backlog Grooming Session – 1/12/2022
6. Weekly CMM Backlog Grooming Session – 1/26/2022
7. BES Data Conversion Meeting – 1/3/2022, 1/4/2022, 1/10/2022, 1/24/2022, 1/31/2022
8. BES Data Conversion Working Group – 1/21/2022
9. IV&V Team Meeting – 1/3/2022, 1/6/2022, 1/10/2022, 1/13/2022, 1/18/2022, 1/20/2022, 1/24/2022, 1/27/2022, 1/31/2022
10. Weekly DHS-Unisys Security Touchpoint – 1/12/2022, 1/20/2022, 1/27/2022
11. BES – Touch base – 1/13/2022, 1/27/2022
12. HI DHS BES November Draft IV&V Report Review – 1/12/2022
13. Bi-Weekly DHS and IV&V Touch Base Meeting – 1/11/2022, 1/25/2022
14. ASI/IV&V Mid-month Check-in – 1/18/2022
15. ASI and IV&V Pre-Draft Report Review – 1/5/2022
16. HI BES ASI and IV&V Touch Base - Functional Team – 1/21/2022
17. HI BES ASI and IV&V Touch Base - Technical Team – 1/20/2022
18. Monthly Project Risk and Issue Review Meeting – 1/26/2022
19. Implementation Planning – 1/5/2022, 1/19/2022, 1/26/2022
20. FMM IC functional sessions – 1/6/2022, 1/13/2022, 1/27/2022
21. CF Reports Product Owner Meeting – 1/4/2022, 1/6/2022, 1/11/2022, 1/13/2022, 1/18/2022, 1/20/2022, 1/25/2022, 1/27/2022, 1/31/2022
22. SSP SIT Go/No Go Entry - Translations and Electronic Notices – 1/6/2022

Additional Inputs – Continued



Meetings and/or Sessions Attended/Observed:




23. [BES] R0.8 BI-10 Walk-Through – Administrative Hearings – 1/6/2022
24. Follow Up: CLOSE out comments on IRS, BEER, and SDX Meeting – 1/10/2022
25. [BES] R0.8 BI-10 Walk-Through – SSP – 1/11/2022
26. R0.6 Weekly SIT Status (SSP Electronic Notices & Translations) – 1/13/2022, 1/20/2022
27. RTM Discussion Review – 1/18/2022, 1/25/2022
28. Regression Testing Review – 1/18/2022
29. Design Sprint Comments – 1/19/2022
30. Monthly Testing Status – 1/20/2022
31. CF Client Correspondence Product Owner – 1/21/2022, 1/28/2022
32. IV&V BI-5 schedule comments – 1/25/2022
33. CMM Product Owner Meeting – 1/6/2022, 1/13/2022, 1/14/2022, 1/20/2022, 1/27/2022
34. Interface Consumption DHS PO Meeting (CMM Interfaces) – 1/4/2022, 1/11/2022, 1/24/2022, 1/25/2022
35. Sprint Demo– 1/4/2022, 1/19/2022
36. [BES] R0.7 BI-10 Walk-Through – SSP Electronic Notices – 1/5/2022
37. [BES] R0.6 BI-20 Walk-Through – SSP – 1/14/2022
38. R0.6b SIT Exit – 1/25/2022
39. [BES] R0.6b BI-22 Walk-Through – SSP - Translations (Homepage & Prescreening) & Electronic Notices – 1/28/2022
40. [BES] R0.6c BI-20 Walk-Through Test Scenarios, Cases, and Scripts – 1/28/2022
41. Day 1: IF32 SSP to BES Integration – 1/31/2022
42. Day 1: FM24 Link Liable Individuals to Overpayment Claim – 1/31/2022
43. Sprint Demo (Release end demo SSP) – 1/31/2022

The background is a solid blue color with several decorative elements. On the left side, there are several overlapping rounded rectangles and squares in various shades of blue, some with white outlines. On the right side, there are more overlapping rounded rectangles and squares, also in various shades of blue, with some having white outlines. The overall design is clean and modern.

Appendices



Appendix A – IV&V Criticality Ratings

Criticality Rating	Definition
 H	A high rating is assigned if there is a possibility of substantial impact to product quality, scope, cost, or schedule. A major disruption is likely, and the consequences would be unacceptable. A different approach is required. Mitigation strategies should be evaluated and acted upon immediately.
 M	A medium rating is assigned if there is a possibility of moderate impact to product quality, scope, cost, or schedule. Some disruption is likely, and a different approach may be required. Mitigation strategies should be evaluated and implemented as soon as feasible.
 L	A low rating is assigned if there is a possibility of slight impact to product quality, scope, cost, or schedule. Minimal disruption is likely, and some oversight is most likely needed to ensure that the risk remains low. Mitigation strategies should be considered for implementation when possible.

Appendix B – Findings Log



- The complete Findings Log for the BES Project is provided in a separate file.

Appendix C – Acronyms and Glossary



Acronym	Definition
APD	Advance Planning Document
ASI	Application System Integrator
BES	Benefits Eligibility Solution
CCWIS	Comprehensive Child Welfare Information System
CM	Configuration Management
CMMI	Capability Maturity Model Integration
CMS	Center for Medicare and Medicaid Services
CR	Change Request
DDI	Design, Development and Implementation
DED	Deliverable Expectation Document
DHS	Hawaii Department of Human Services
DLV	Deliverable
E&E	Eligibility and Enrollment
EA	Enterprise Architecture
ECM	Enterprise Content Management (FileNet and DataCap)
ESI	Enterprise System Integrator (Platform Vendor)
ETS	State of Hawaii Office of Enterprise Technology Services
FIPS	Federal Information Processing Standard
HIPAA	Health Information Portability and Accountability Act of 1996
IDM	Identity and Access Management (from KOLEA to State Hub)
IEEE	Institute of Electrical and Electronics Engineers
IES	Integrated Eligibility Solution
ITIL	Information Technology Infrastructure Library



Appendix C – Acronyms and Glossary

Acronym	Definition
IV&V	Independent Verification and Validation
KOLEA	Kauhale On-Line Eligibility Assistance
M&O	Maintenance & Operations
MEELC	Medicaid Eligibility and Enrollment Life Cycle
MEET	Medicaid Eligibility and Enrollment Toolkit
MOU	Memorandum of Understanding
MQD	Hawaii Department of Human Services MedQuest Division
NIST	National Institute of Standards and Technology
OE	Operating Environment
OIT	Department of Human Services Office of Information Technology
PIP	Performance/Process Improvement Plan
PMBOK®	Project Management Body of Knowledge
PMI	Project Management Institute
PMO	Project/Program Management Office
PMP	Project Management Plan
QA	Quality Assurance
QM	Quality Management
RFP	Request for Proposal
ROM	Rough Order of Magnitude
RMP	Requirements Management Plan
RTM	Requirements Traceability Matrix
SEI	Software Engineering Institute
SLA	Service-Level Agreement
SME	Subject Matter Expert

Appendix C – Acronyms and Glossary



Acronym	Definition
SOA	Service Oriented Architecture
SOW	Statement of Work, Scope of Work
VVP	Software Verification and Validation Plan
XLC	Expedited Life Cycle

Appendix D – Background Information



Systems Modernization Project

The DHS Enterprise Program Roadmap includes contracting with three separate vendors with the following high-level scope:

- ESI or Platform Vendor – responsible for the shared technology and services required for multiple Application vendors to implement and support functionality that leverages the DHS Enterprise Platform.
- ASI or ASI Vendor – responsible for the DDI of the Benefits Eligibility Solution (BES Project) enhancing the currently implemented Medicaid E&E Solution (KOLEA) and providing support for the combined Solutions.
- CCWIS Vendor – responsible for the DDI of the CCWIS Solution to meet the needs of child welfare services and adult protective services (CCWIS Project) and providing support for the Solution.

Systems Modernization IV&V Project

IV&V performs objective assessments of the design, development/configuration and implementation (DDI) of DHS' System Modernization Projects. DHS has identified three high-risk areas where IV&V services are required:

- Transition of M&O from DHS' incumbent vendor to the ESI and ASI vendors
- BES DDI
- CCWIS DDI

On the BES DDI Project, IV&V is responsible for:

- Evaluating efforts performed by the Project (processes, methods, activities) for consistency with federal requirements and industry best practices and standards
- Reviewing or validating the work effort performed and deliverables produced by the ASI vendor as well as that of DHS to ensure alignment with project requirements
- Anticipating project risks, monitoring project issues and risks, and recommending potential risk mitigation strategies and issue resolutions throughout the Project's life cycle
- Developing and providing independent project oversight reports to DHS, ASI vendors, State of Hawaii Office of Enterprise Technology Services (ETS) and DHS' Federal partners

Appendix D – Background Information



What is Independent Verification and Validation (IV&V)?

- Oversight by an independent third party that assesses the Project against industry standards to provide an unbiased view to stakeholders
- The goal of IV&V is to help the State get the solution they want based on requirements and have it built according to best practices
- IV&V helps improve design visibility and traceability and identifies (potential) problems early
- IV&V objectively identifies risks and communicates to project leadership for risk management

PCG's Eclipse IV&V® Technical Assessment Methodology

- Consists of a 4-part process made up of the following areas:
 1. **Discovery** – Discovery consists of reviewing documentation, work products and deliverables, interviewing project team members, and determining applicable standards, best practices and tools.
 2. **Research and Analysis** – Research and analysis is conducted in order to form an objective opinion.
 3. **Clarification** – Clarification from project team members is sought to ensure agreement and concurrence of facts between the State, the Vendor, and PCG.
 4. **Delivery of Findings** – Findings, observations, and risk assessments are documented in this monthly report and the accompanying Findings and Recommendations log. These documents are then shared with project leadership on both the State and Vendor side for them to consider and take appropriate action on.

IV&V Assessment Categories for the BES Project

- Project Management
- Requirements Analysis & Management
- System Design
- Configuration and Development
- Integration and Interface Management
- Security and Privacy
- Testing
- OCM and Knowledge Transfer
- Pilot Test Deployment
- Deployment

Ending Slide



Solutions that Matter

ID	Title	Reporter	Finding Type	Identified Date	Category	Description	Significance	Recommendation	Event Horizon	Impact	Probability	Analyst Priority	Finding Status	Status Update	Client Comments	Vendor Comments
74	The lack of a BES project schedule based on accurate estimations diminishes effective planning and resource management, which could result in late deliverables, cost increases, and a late go-live.	Ryan	Finding - Risk	11/29/2021	Project Management	DHS and the ASI have tried multiple times to rework the schedule with results that have not yielded improvement. Concerns with the structure, estimating practices, and ability to manage to the schedule persist. The use of multiple tools to track resources dilutes resource management. Previous I&V findings focused on specific schedule components such as resource management and critical path analysis, all of which were addressed and closed.	Estimates for project schedule activities are not accurate, this can lead to constant schedule changes, resources not being available when needed, rushed activities, and general frustration which can lead to schedule delays, low quality output, scope changes, and budget issues.	<ul style="list-style-type: none"> Using the available tools, review the current estimates to complete each activity compared to past actual hours. Update as necessary and provide the DHS/ASI Project Managers with reports and data that accurately reflect the DHS/ASI resource needs along with over/under allocations of staff for the duration of the Project. Discuss, validate and address additional concerns within the project processes that may cause the project delays other than inaccurate estimates such as over reliance on PDR, slow design sprints, and cadence of development teams. 	Immediate	4	High	High	Open	1/29/2022 - The ASI provided several draft schedules and is responding to comments from reviewers. The schedule has not been approved by DHS. The ASI stated that development, technical design and functional design estimates were all reviewed and assigned levels of efforts which fed directly into the revised schedule. However, it remains unclear if the current level of DHS and/or ASI resources is appropriate for the anticipated workload. 1/29/2022 - The ASI provided a new draft schedule on 1/29/2022 based on in-depth analysis and revised estimates of remaining use cases. DHS and I&V reviewed the schedule and provided significant feedback, including concerns about DHS having enough resources to cover all planned tasks. The revised schedule is still being developed and project processes are being reviewed, especially around design activities. Until the comments are addressed, and a schedule is created that project parties can be confident in, the project is operating without a schedule which in itself is a schedule issue.		
73	The planned BES infrastructure is complex which could be difficult to implement and lead to schedule/cost impacts.	mfor	Finding - Risk	10/28/2021	System Design	Current ASI infrastructure plans include a significant number of sophisticated components that make up a complex cloud infrastructure. Further, the Project Team has yet to finalize components that will make up the BES infrastructure and the additional costs and time to configure, test, and implement the planned complex environment remain unclear.	If the level of effort to implement and manage the complexities of the BES infrastructure is not accurately accounted for and staffed by the ASI, the project could face unmet with unexpected costs and schedule delays. Delays finalizing the components being implemented could exacerbate this risk and lead to further delays. Complex platforms often present system maintenance and operations challenges as system changes can hold the increased potential for system failure (i.e., due to the significant number of "moving parts") and increase the level of time and effort to resolve infrastructure and application-level bugs. Further, some components remain in an immature state compared to their legacy counterparts. For example, the project recently experienced a system failure because Google Cloud failed to clearly communicate a change that led to failure in another component (i.e., Nexus). Google Cloud is generally viewed as a less mature product offering, compared to their rivals (Amazon Web Services, Microsoft Azure). I&V remains concerned that this could lead to failures at critical points in the project (including post-go live production failures) that could be difficult to resolve and lead to project disruption. If DHS intends to eventually reduce M&O outsourcing costs turning over M&O tasks to State employees, they could face challenges supporting tools they may not be familiar with in a complex infrastructure environment.	<ul style="list-style-type: none"> ASI clearly communicate the potential costs and schedule impacts to implementing the planned infrastructure. DHS work with the ASI to assess the potential challenges of maintaining a complex environment and consider scaled back options that could reduce this risk and reduce long-term infrastructure costs. ASI develop a process to closely monitor cloud and other product changes (such as new releases), manage changes, and regression test once updates are applied. 	Next several month	3	3	Med	Open	01/28/22 - The ASI stated that the proposed revised/extended schedule allows enough time to build the complex environment. The ASI continues to maintain that the components they are using, though complex, will reduce person-hours for maintenance and improve system support. The ASI is making efforts to refine their patching strategy for the large number of components that will have to be updated and patched throughout the life of the system. 12/31/21 - The ASI stated they believe they will continue to provide BES maintenance and operations (M and O) support for the foreseeable future, reducing the risk of turning over a complex system to the State or another vendor. However, it remains unclear how long the ASI will continue to provide M and O support. The ASI continues to make progress in defining their final environment architecture. 1/28/22 - The ASI stated that, though their infrastructure is complicated and cutting edge, the risk is acceptable given the long-term benefits as they expect the final platform will be highly functional, efficient, resilient, automated, and could reduce long-term maintenance costs. I&V remains concerned with the level of effort and component costs of implementing and maintaining this sophisticated technology and the potential schedule delays if the work is more than expected.		
72	The inability to measure and report the overall Data Conversion work effort and progress may lead to schedule slippage.	Brad	Finding - Risk	8/31/2021	Project Management	The data conversion work shows good progress at the tactical level, focused on just-in-time work as the releases of BES are developed. However, clarity on progress at a strategic/project level is difficult to measure/gauge.	Data Conversion (DC) is often considered one of the longest and most complex tasks in a CDG project. As the releases get more complex and impactful to the overall BES solution, it is critical that the project team understand if DC work is on schedule for Pilot and implementation and take mitigation actions if risks are identified.	<ul style="list-style-type: none"> The ASI should develop reports, with metrics that accurately measure the Data Conversion progress. The DHS Data Governance committee continue to clarify the usage of MDM so the BES conversion team aligns to the planned governance structure (Close, not relevant to this finding. 1/21/2022) - The Data Conversion team should evaluate the Just in Time (JIT) approach to determine if there are risks to the Project that should be monitored/managed. The Data Conversion team consider using use cases and story points to measure progress. (Issue, ASI looked at this approach and will not work for this workstream, 1/31/2022) 	Q3 2021	3	2	Med	Open	1/31/2022 - Based on discussions with the ASI, two recommendations are complete. I&V looks forward to the data conversion team making progress on the Data Conversion Dashboard in the next reporting period. 12/31/2021 - The Data Conversion Dashboard work has been put on hold until the re-estimation and re-baselining of the project schedule has been completed. With those two items in place (baselined schedule and DC Dashboard), I&V/DHS should have measures needed to see progress in addressing this finding. 11/20/2021 - The ASI is currently estimating the remaining Data Conversion work and is developing a Data Conversion Dashboard, intended to provide a comprehensive view of work completed and remaining. Additionally, the ASI added a data modeler to the Data Conversion team. 10/31/2021 - I&V remains concerned about the progress of data conversion, given the level of work still being performed on Release 0.4. The ASI data conversion lead stated that the remaining releases contain more tables, that are just as complex as those found in Release 0.4. The data conversion team reported they are working on a new metric/measure that will be a better gauge of progress. I&V has added a recommendation that the data conversion team consider using use cases and story points, which rest of development teams are utilizing, allowing them to have visibility to measure progress. 9/30/2021 - The Data Conversion team is not accurately and concisely report status of work completed. The ASI is currently working to revise the weekly status so that this can be accurately reported. As an example, the Release 0.4 status reflects all data conversion work is complete however, in other meetings the data conversion team indicated some Release 0.4 data conversion work is in progress. I&V will continue to monitor. 8/30/2021 - The Data Conversion team continues to progress through the data cleansing, planning, and conversion activities. However, the plan does not yet include estimates of all work that is planned to be 1/31/2022 - I&V has requested a copy of the GCP change request from the DHS Enterprise Technology Officer. I&V wants to see if the ASI addressed our recommendations in the details of the CR. 12/31/21 - No material update in the reporting period. I&V wants to see if the ASI addressed our recommendations in the details of the CR delivered to DHS on 11/11/2021. 11/20/2021 - DHS has received information and pricing for the GCP from the ASI. The ASI and DHS are working to confirm the scope of this change request. I&V wants to see if the ASI addressed our recommendations in the CR details. 10/28/2021 - The ASI has not submitted the GCP Change Request to DHS. I&V recommends that DHS and the ASI agree to a firm delivery date for the change request. 09/30/2021 - The ASI met with the I&V team on 09/15/2021 and provided a high-level overview of GCP Change Request. The ASI continues to draft the CR and a date has not yet been established to present the CR at the BES CCB. I&V is concerned with the scope of this CR and ability for the project team to fully implement the scope of work in the time remaining prior to pilot.	9/9/2021 - RAP: The ASI acknowledges the need to update the conversion metrics to provide overall progress. We will provide an update in September.	
71	The lack of the final agreement on the scope and costs of the Google Cloud Platform (GCP) Change Request (CR) may lead to unanticipated DHS costs, schedule delays, and/or the need to reduce scope.	Joe Frasca	Finding - Risk	8/23/2021	Project Management	In April 2020, the DHS/ASI SOAP contract amendment codified the migration of some of the BES environments from an on-prem to cloud based solution however, not all details were vetted at that point in time. In the July/August 2020 timeframe, DHS and the ASI agreed to have all BES environments migrated to the cloud. Since then, the scope has been adjusted and the CR is being drafted by the ASI. It has been over 12 months since the project decided to move all BES environments to the Cloud solution - more than enough time to document, price and negotiate the scope of work. The BES is being developed in GCP and DHS/ASI consistently report they are working on the CR however, it is not final.	The migration of some BES environments to the cloud and shifting the maintenance of cloud environments from the ES to the ASI was included in the ASI/DHS SOAP Contract Amendment finalized in April 2020. The decision to migrate all BES environments to the cloud was made in the July/August 2020 timeframe. DHS' intent is for this CR during DOI and M and O and provide to DHS for approval. DHS and the ASI agree to a firm delivery date for when DHS will receive the GCP CR. 12/16/2021 - Complete	<ul style="list-style-type: none"> The ASI should document the current environment M and O activities to ensure all activities are known with a clear understanding of the "AS IS" and "TO BE" model for services beginning with the DOI, through the Pilot/implementation and M and O. The ASI clearly document the scope of work and cost for the GCP CR during DOI and M and O and provide to DHS for approval. DHS and the ASI agree to a firm delivery date for when DHS will receive the GCP CR. 12/16/2021 - Complete 	ASAP	3	3	Med	Open	1/31/2022 - I&V has requested a copy of the GCP change request from the DHS Enterprise Technology Officer. I&V wants to see if the ASI addressed our recommendations in the details of the CR. 12/31/21 - No material update in the reporting period. I&V wants to see if the ASI addressed our recommendations in the details of the CR delivered to DHS on 11/11/2021. 11/20/2021 - DHS has received information and pricing for the GCP from the ASI. The ASI and DHS are working to confirm the scope of this change request. I&V wants to see if the ASI addressed our recommendations in the CR details. 10/28/2021 - The ASI has not submitted the GCP Change Request to DHS. I&V recommends that DHS and the ASI agree to a firm delivery date for the change request. 09/30/2021 - The ASI met with the I&V team on 09/15/2021 and provided a high-level overview of GCP Change Request. The ASI continues to draft the CR and a date has not yet been established to present the CR at the BES CCB. I&V is concerned with the scope of this CR and ability for the project team to fully implement the scope of work in the time remaining prior to pilot.	9/9/2021 - RAP: Point of clarification. The SOAP agreement did not establish that the project would be delayed to the Cloud. SOAP provided that development be done in the Cloud and specifically that deployment would be to the Cloud. The final decision to move to GCP for production was made in July 2020. The costs for managing the IAT, Production, and Disaster Recovery environments were not included in the SOAP agreement nor	
70	Insufficient configuration management could lead to development confusion and reduce the effectiveness of bug resolution	mfor	Concern	8/23/2021	Configuration and Development	The BI-6 DOI Plan Deliverable, Section 5.2 establishes the framework for the Configuration Management Plan. However, it remains unclear if sufficient progress has been toward establishing CM processes, selecting CM tools (e.g., CMDB), and building out the CM infrastructure. The projects Google Cloud Platform (GCP) Change Request and Security Plan have yet to be finalized which may include additional requirements or decisions that could impact CM. The project currently relies on GitHub for tracking of some configuration	Configuration Management is a set of processes and procedures that ensure the BES is understood and works correctly. The BES solution includes tools that may provide a level of automation for Configuration Management that may reduce errors and should provide the project team with accurate, dynamic and timely information on some of the configuration items. However, it is critical that DHS/ASI agree to the full list of items that are included in the configuration plan along with the details regarding the management of the configuration items, reporting and audit features.	<ul style="list-style-type: none"> ASI adhere to plans for configuration management as documented in BI-6 DOI Plan, Section 5.2 and clarify details and/or any changes with DHS. ASI validate plans for configuration management with DHS and agree on a meaningful set of configuration items or settings they will track. Identify and assign configuration items to DHS, DHS/ASI, or vendor support personnel with effective means to resolve system bugs. I&V will continue to monitor for the effective build out of the CMDB and further elaboration by the ASI of their configuration management plans. 10/29/21 - The ASI has made progress in their configuration management (CM) planning, such as identifying who will fill the Configuration Manager position but have noted that full implementation of configuration tracking may be delayed as they prioritize build out of more critical components of the BES infrastructure. The ASI will work with DHS to solidify CM tool decisions. The project is currently considering replicating and improving on KOLAS' CM approach which only tracks the most critical configuration items (e.g., firewall and other security configurations) and creating a CM database (CMDB). It remains unclear if the ASI will utilize ServiceNow (currently in use at DHS) for their CMDB. The ASI is currently using bitbucket for configuration tracking purposes. 9/29/21 - The ASI has stated their intention to make updates to the Configuration Management Plan. It is anticipated that the GCP will shift some configuration management responsibilities from the ES to the ASI. It remains unclear if the ASI is fully prepared to fully support configuration management. 	ASAP	2	2	Low	Open	1/31/22 - No material update for this reporting period. 12/31/21 - No material update for this reporting period. 11/29/21 - The ASI stated the plans to utilize Service Now as their Configuration Management Database (CMDB). It is unclear to its fullest extent, Service Now can effectively track system configurations and provide system support personnel with an effective means to resolve system bugs. I&V will continue to monitor for the effective build out of the CMDB and further elaboration by the ASI of their configuration management plans. 10/29/21 - The ASI has made progress in their configuration management (CM) planning, such as identifying who will fill the Configuration Manager position but have noted that full implementation of configuration tracking may be delayed as they prioritize build out of more critical components of the BES infrastructure. The ASI will work with DHS to solidify CM tool decisions. The project is currently considering replicating and improving on KOLAS' CM approach which only tracks the most critical configuration items (e.g., firewall and other security configurations) and creating a CM database (CMDB). It remains unclear if the ASI will utilize ServiceNow (currently in use at DHS) for their CMDB. The ASI is currently using bitbucket for configuration tracking purposes. 9/29/21 - The ASI has stated their intention to make updates to the Configuration Management Plan. It is anticipated that the GCP will shift some configuration management responsibilities from the ES to the ASI. It remains unclear if the ASI is fully prepared to fully support configuration management.	9/9/2021 - RAP: No material update for this reporting period. I&V looks forward to receiving significant progress on the I&V team on configuration management and having conversations. We do acknowledge that the plan likely needs to be updated to reflect the processes in place on the project for configuration management.	

ID	Title	Reporter	Finding Type	Identified Date	Category	Description	Significance	Recommendation	Event Horizon	Impact	Priority	Analyst	Finding Status	Current Update	Client Comments	Vendor Comments
65	Inefficient planning/execution of the BES Security Plan activities may lead to delays in gaining Federal Partner approval for the BES to begin the PHS Phase.	Jeremy Hey	Finding - Risk	7/28/2021	Security and Privacy	Over the last several months, the BES project team has been working through the planning efforts to develop the BI-13 Security Plan while also managing through ASI Security Lead staffing changes. DHS and the ASI agreed to modify the BI-13 Security Plan Deliverable Expectation Document (DED) last month and are currently revising it to align to the requirements and changes to the project since inception.	The BES project must have a clear plan to define, implement, test, and validate all Security and Privacy Requirements/Controls prior to entering the Pilot phase. There are many standards that must be met, and the project team plans to utilize the BES Security Control Implementation Workbook to document the status of each control. The Security Control Implementation Workbook must be detailed and allow for ease of referencing to the Security Policies, Standards, Controls, and implementation plan along with evidence for each control.	DHS and the ASI agree and finalize the BI-13 DED. 1/4 Complete - The ASI continues to develop the BI-13 Security Plan in close collaboration with DHS. DHS and the ASI agree upon the tools and processes that will be used to document and track security control implementation, if not included in the BI-13 Security Plan. The process should define the level of detail needed to track progress (estimates, target dates, risks, issues, evidence) along with the Requirement Traceability Matrix. ASI, per DHS guidance, should continue the use of 800-53 Rev 4 but add Rev 5 controls as required by latest ISG guidance. DHS should provide written notice to ASI when they are to make the UAT PHS Rev 5. ASI should coordinate the UAT PHS Rev 5 requirements for go live based on their meeting and provide ASI with proper guidance. PHS requirements should be documented as part of BI-13 Security Plan	ASAP	4	3 High	Open	2/2/22 - The format of the security and privacy controls documentation in 9/8/2021 has been approved by DHS, and the ASI continues to work on populating the in-scope controls. The process for reviewing the controls documentation in 9/8/2021 has been implemented and fields have been added to more accurately reflect the current status of each control. DHS has provided ASI with the latest SSA materials for the SRM and ASI has acknowledged that their work is based on the same. DHS is meeting with PHS on 2/2/22 to determine requirements for go live. 12/31/21 - The BES Security Plan DED has been approved, and work continues on the documentation of security controls. 11/30/2021 - The BI-13 DED is not finalized as DHS has requested verbiage that explicitly states that Federal approval is part of the acceptance criteria. ASI believes that Federal contact already states that they must meet federal standards as prescribed by PHS, PHS, and SSA so they are reluctant to add verbiage to this document. The DED discussion is ongoing. The Security Requirements Traceability Matrix is being developed in Aha and the ASI will be providing a report from Aha to DHS and IV&V to review. Per DHS, this is to be done as soon as is possible. 10/28/2021 - The ASI is working to resolve the final outstanding comments on the BI-13 Security Plan DED. Agreement has been reached that the Security Plan and controls documentation will follow 800-53 Rev 4 but with the addition of several Rev 5 controls as indicated by the latest BES 1075 publication. The ASI agrees that they are contractually responsible for updating the Security Plan to the latest revision and have requested that DHS inform them in writing when they are expected to switch versions. The ASI is populating the Security Requirements Matrix in workbooks and importing it into Confluence, based upon feedback provided by DHS and IV&V. The ASI is modifying security artifacts to reflect recommendations from DHS and IV&V. Most feedback from DHS addresses the proper documentation of	9/9/2021 - RAP: The decision to move to GCF for deployment has driven the need for a complete rewrite of the security plan per DHS. The ASI is in the process of planning the effort to make these updates. The effort required to complete this work will be included in either the GCF change request or a new change request. We look forward to additional discussions with IV&V and DHS.		
67	The Americans With Disabilities Act (ADA) Section 508 compliance has not been installed for the Project, which may cause significant rework.	Earl Burba	Finding - Risk	7/12/2021	Testing	While RO.3 and RO.4 reported that Section 508 compliance had been successfully completed the ASI confirmed that there is currently no working tool installed and that Section 508 compliance has not been performed. This risk has been discussed with the ASI over the past several months, but there have been evidence of results. The ASI did state that they are coding to some of the ADA requirements and are using a desk top tool for ADA compliance as an interim solution. IVV has not received any data to demonstrate the desk top tool results nor if it provides coverage for all ADA compliance items.	There is a contractual obligation and requirement for BES to be ADA compliant to obtain State and Federal funds for the development of the BES. The ADA Section 508 intent is to make electronic and information technology accessible to people with disabilities (e.g., color blindness, vision and hearing disabilities), in a way that is comparable to the access available to others. Part of the system acceptance criteria for BES is to meet all applicable State and federal policies, laws, regulations, and standards, including without limitation the Electronic and Information Technology Accessibility Standards associated with Section 508 of the Rehabilitation Act, which was verified in the ASI proposed Technical Requirements Approach that states: "The system complies with DHS branding standards, defined by DHS and adheres to W3C level 2 accessibility guidelines, sub-parts of Section 508 of the Americans with Disabilities Act (ADA), nondiscrimination safeguards in 45 CFR 85", if the Hawaii guidelines (https://www.hawaii.edu/access/uh-guidelines-for-accessibility/), PHS Guidelines from the 901 Handbook, and contractual obligations to adhere to the Section 508 compliance guidelines (https://section508.gov/); there may be a significant amount of rework to the solution.	1/31/2022 - The following recommendations will be evaluated for this finding: - The ADA tool meets contractual and project requirements. - The ASI communicates a plan for ADA test execution. - The ASI communicates how the tool will be used to report compliance and non-compliance and how non-compliance will be addressed/corrected. - The ASI communicates how and when DHS/IVV will be provided the reports from the ADA tool execution and how to interpret the results. Superseded 8/30/2021 - The ASI should gain DHS approval on the tool selected after the ASI validates it will perform as expected within the BES architecture, meeting all contractual and project requirements. The ASI create and communicate the plan for when a desk compliance tool will be put into action, how the tool will report compliance or non-compliance, how non-compliance will be corrected, and how and when DHS/IVV will be provided the reports from the ADA compliance tool and how to interpret those reports for the code from previous, current and future releases.	As soon as possible	3	2 Med	Open	1/31/2022 - No further demonstrations or communication regarding the use of an ADA compliance tool occurred during the reporting period. Note that this finding is mitigated by the ASI using a dedicated ADA compliance checking tool during development. 12/16/2021 - No further demonstrations or communication regarding the use of the Accessibility tool occurred during the reporting period. It was communicated that the parts have been opened to allow the tool to be executed. However, the ASI reported that there was a configuration issue with the tool, which they are discussing with the vendor. While IVV remains concerned that there could be unknown impacts to existing code/page, the ASI is mitigating this by utilizing a desktop tool during development that scans code for ADA compliance. Therefore, IVV has reassessed the criticality rating of this risk to medium. 11/28/2021 - The ASI demonstrated the capabilities of the Accessibility tool as provided by the tool vendor. The demonstration showed that the tool can identify accessibility issues based on the chosen or configured rules. The ASI also generated a report to document compliance. It is not clear that this tool will work successfully with the architecture of the BES solution. IVV looks forward to a future demonstration once the tool is shown to work for the current BES architecture and is acceptable to DHS. 10/27/2021 - No material updates in this reporting period. Unit A tool is proven to work with the current architecture this finding will remain open, and IVV will continue to monitor. 9/28/2021 - IVV met with the ASI development lead on 9/28/2021 to observe the use of the Section 508 Compliance (ADA tool) currently used by developers to test pages locally and correct deficiencies. This tool (Value) is a browser plugin that does not provide reporting to support ADA compliance. The ASI team is evaluating Accessible to provide the reporting and ability to work within the Google Chrome Platform (GCP). Once Accessible has been tested a follow-on	9/9/21 - RAP: The ASI has invited the IV&V to make contact with the ASI to get the results of the desk top tool to have further discussions on this topic.		
66	The number of issues/defects found during testing may cause planned work in the future sprints to be delayed due to the resolution and retesting of issues/defects.	Earl Burba	Finding - Issue	3/29/2021	Testing	During discussions of UAT progress and metrics the number of defects found during this phase of testing appears greater than what would be expected during UAT. On 3/29/2021 at the conclusion of RO.3 Sprint 3 there were 306 reported defects (4 High, 10 Medium, and 292 Low Severity) where 181 are "Unresolved", 108 are documented as "Not a Defect", and 17 are marked as "Done". Since the functionality had previously been Unit, System and Integration, and the needs of the state clarified during UAT sessions very few defects are expected. As such, the amount of testing expected to be completed during the current RO.3 will not be met and will be pushed to the next release. If that trend continues UAT may not complete as planned and the schedule negatively affected. Additionally, since more defects are being reported and corrected than expected the rate of closure for defects, along with the time needed to retest those corrects, and regression test the functionality additional risk exists to the planned schedule. At the end of RO.3 it was reported that 44 issues were "Done" and 238 issues were incomplete (30 of which had all of their test tasks completed) and will be moved to the next Sprint designated SSP RO.3 UAT Sprint 4.	Since UAT is the vehicle for users to assure that the functionality developed and delivered meets their needs it is important that UAT be successfully completed. The high number of defects reported along with not meeting planned progress there may be an inclination to shorten the time needed to complete UAT.	The following recommendations will be evaluated for this finding: - Perform a joint Release 0.4 UAT (DHS/ASI/IVV) Root Cause Analysis (RCA) to identify and take corrective actions. 10/28 Complete - Adjust the project plan and provide reasonable scope for SIT in subsequent releases taking into account the number of defects and testing time needed. - Validate UAT defects are related to SIT to ensure they are included in Regression Testing. 10/6 Cancelled - Execute System and Integration testing more rigorously. 10/27 Complete - The ASI report testing metrics and DHS should monitor this Key Performance Indicator (KPI). Note defect backlog has been reported and testing metrics are presented in a dashboard for each release. - FOD's be complete and frozen prior to the completion of SIT and completion of FOD's be added to the exit criteria for SIT and entrance criteria for UAT. An alternate recommendation would be to adjust the process to minimize scope leakage and rework by the SIT and UAT teams. - Closed 7/12/2021 - If defect leakage worsens in the future releases, the ASI should consider a Root Cause Analysis (RCA) with DHS and IV&V to identify and take corrective actions.	Immediate	3	3 Med	Open	1/31/2022 - There has been no progress during this reporting period. IVV is monitoring this finding and plans to review the defect leakage KPI and remaining Release 0.6 and Release 0.7 metrics as they become available a measure of the effectiveness of changes made based on the ASI's RCA. The ASI maintains that they have completed the RCA of the defects from Release 0.5 and no additional benefit will be gained. 12/2/2021 - The ASI does not plan to conduct a root cause analysis as recommended by IVV because the ASI believes it would be non-productive and negatively impact team morale. IVV disagrees; if a root cause analysis is facilitated correctly, it usually results in improved morale. If actions taken by the project leadership team do not address the root cause, there may not be a different outcome. The ASI reported, and the IVV team confirmed, that the SSP Release 0.5 defect leakage metric has reduced, a positive indicator. IVV will review the remaining Release 0.6 and upcoming Release 0.7 testing metrics when they are made available. 11/29/2021 - The computation of the defect leakage between integration and SIT for the last 2 releases trend favorably and shows that most of the defects/Bugs are identified during integration Testing. This generally meets the recommendations made by IVV but does not meet all recommendations. The ASI has categorized the defects but has not identified the true root causes or developed corrective action plans to minimize future occurrences of these defect types. 10/27/2021 - While the defect leakage metrics for RO.5 were greatly improved, that does not ensure good trending, but a positive step in the right direction. IVV will continue to monitor defects reported during INT and SIT and the leakage between those testing efforts. The ASI conducted the Release 0.4 root cause analysis session with DHS and IVV. 9/28/2021 - This finding has been expanded to focus on the volume of defects across testing phases (Unit, Integration (INT), System Integration Testing (SIT)). Although the ASI has not conducted the	7/2/22 RAP - In response to the specific recommendations, we are taking the following actions: Recommendation 1: We will perform a RCA led by the testing leads this month. Recommendation 2: In progress, we are currently planning to integrate the UAT and SIT teams into a single team that will participate in a joint INT and SIT test. UAT will be reserved to FAT. Recommendation 3: All UAT defects are retested in both INT & SIT before they are promoted to UAT as fixed. Most will identify non-become good recommendations.		
65	Lack of DHS BESO staff with expensive business knowledge could lead to a BES solution design that falls short of the DHS business needs.	Ryan	Finding - Risk	3/1/2021	Project Management	As the BES system is designed, it appears there is a lack of BESO staff with expensive business knowledge and availability to work on the project to ensure the BES system meets the business needs and requirements.	BESO staff with expensive business knowledge and availability are critical to the project to ensure business needs and requirements are effectively documented as the new system is designed and developed.	1/5/2021 - DHS assesses the value of assigning a Lead Product Owner to manage and coordinate all efforts to promote collaboration, consistency, and help with resource requirements. 9/30/2021 - DHS continue planning, transitioning, and adapting to staff changes. - In progress. [Created earlier] - DHS continue to identify BES SMEs to support the Project as the project progresses. - In progress and continuous DHS develop a project team list that identifies the participants along with their roles and areas of expertise to be used as short term needs are identified. - Complete DHS utilize the BI-5 Project Schedule report developed by the ASI to identify those tasks owned by DHS in the short term in addition to the 4-month look ahead to identify time frames and activities where there is a high-demand on DHS resources. - Complete Identify and on board a replacement BES Project Manager. - Complete Continue coaching the new BES Product Owners to ensure the new system takes advantage of new technologies and aligns to the planned business processes.	ASAP	1	1 Low	Open	1/28/2022 - The ASI and DHS project leads presented the new design process to the BES Project Team. Until it is used in the upcoming reporting period, it remains unclear if the DHS BESO staff on the Project are adequate to drive an accurate design. IVV will monitor the design process for a reduction in risk related to this finding. 12/16/2021 - The Project is developing new design phase processes and activities to better utilize DHS BESO staff. The goal of the new process is to engage BESO staff earlier and more often to elicit accurate design requirements and feedback. This business process improvement should lead to better design outcomes. IVV will monitor this finding in the coming reporting periods. 11/26/2021 - DHS BESO staff with expensive business knowledge have been sufficiently available for the project, especially in the last month now that a permanent BESO PM has been hired and involved. There is significant improvement with the availability of DHS product owners, SMEs, and managers. As a result, IVV is lowering the criticality rating to low. 10/31/2021 - The ASI has reported significant improvement in the participation of experienced DHS BESO staff since this finding was opened. IVV will validate this input regarding BESO staff with the new BES Project Manager, who brings extensive BES experience with a minimal learning curve and significant value to the project. 9/30/2021 - A BES PM has been selected and will begin on October 1, 2021. The new contract PM was previously involved with the project in a different role and therefore is knowledgeable of the project, which may mitigate the departure of the acting PM. The Assistant BESO Administrator will provide an active decision-making role in the project. IVV will continue to monitor. 8/30/2021 - DHS continues to recruit the BES PM position. 7/28/2021 - DHS continues to recruit the BES PM position. 06/30/2021 - In the 06/09/2021 Status Meeting, DHS reported they added a Reports SME and two additional staff to the UAT test team. DHS continue	4/23/22 RAP - DHS has added a number of product owners to the project over the past few months and given them the authority to make design decisions for the department. This has resulted in improvement in the turn around time for decisions being made.		

ID	Title	Reporter	Finding Type	Identified Date	Category	Description	Significance	Recommendation	Event Horizon	Impact	Probability	Analyst Priority	Finding Status	Client Updates	Client Comments	Vendor Comments
63	The lack of early planning and coordination with interface partners may result in schedule delays.	AI Paeglehan	Finding - Risk	1/21/2021	Integration and Interface Management	The following planning and execution items have not yet been addressed and documented by the ASI. Connecting is planned to utilize a presently undefined ETS AP Gateway. However, there is no evidence that details have been determined or documented in this regard. There is little evidence of active and sufficient communication with interface partners for coordination, design, and testing activities (Unit Test, SIT, UAT). Interface planning and execution tasks and activities, including those for interface partners, are neither resident nor managed within the Project Schedule. A mitigation plan has not been developed to address the unavailability of interface partners during interface implementation after MDAs have been approved, testing dates have been confirmed, and communications have been frequent.	Interfaces is one of the areas where DOI projects often underestimate the time needed to effectively manage all the tasks and activities to successfully implement data sharing. A clearly defined communication plan and schedule that includes the coordination, planning, and execution activities along with milestone dates may minimize the risk of possible delays. In addition, after planning has been completed, interface partners will have to be available during interface implementation to ensure that the interfaces are properly tested before deploying the system to production.	1. Establish a communication plan for each interface partner for the duration of the BES DOI activities. 10/29 COMPLETE 2. Identify and document all interface partners' contracts. 3. Define a release schedule for each interface to include milestone dates, coordination, and execution and share with the interface partners. 01/04 COMPLETE 4. Determine which deliverable will include the details associated with the planned connectivity and detailed technical designs of all interfaces. 01/04 COMPLETE 5. Complete all MDAs and obtain approval. 6. Confirm testing dates with interface partners in writing.	Event Horizon Q4 2021	4	1	Low	Open	01/28/2022 - There were no changes to the interface communication plans in this reporting period. Based on discussions with the ASI, two recommendations are complete. 01/05/2022 - No changes to the interface communication plans in this reporting period. The ASI and DHS have been progressing although there are 3 MDAs awaiting approval and 3 unit test dates awaiting confirmation. Due to the recent project schedule change and the 12-month addition to the Go-Live date, IVV has changed the priority to 10/28/2021 - No changes to the interface communication plans in this reporting period. IVV has concerns regarding the 120-day certification process for the BES interface, the CUIR modernization phase, and the modernization of the tax interface from a flat file to a direct web service with SOTAS. These new items may impact the project schedule, the existing process for the DHS Financial Management Office, and the functional design for the FMM module. 10/28/2021 - The project team continues to update the communication plans. One interface contract (CIVCA) is still outstanding. There are 3 MDAs (DACS, HYFC, NCOA) still outstanding. IVV has recently been invited to interface meetings, which have been very productive. The ASI and DHS have made major progress in identifying interface partner contacts and planning for testing with them. Note - Since this risk only pertains to interface planning, IVV is evaluating the need for a separate finding regarding the implementation of interfaces. 09/30/2021 - The project team continued to update the communication plans. IVV conducted another review of the Communication Plans and found that 1 interface partners' contracts have not been documented, 3 MDAs have not been approved, 2 need unit test dates confirmed, 4 need system test and UAT dates confirmed, 27 need pilot and production cutover dates confirmed. IVV understands that DHS is responsible for identifying the contacts, ensuring that the MDAs are approved, and confirming the test and	7/20/21 RAP - The ASI team requests that the IVV assess the severity of this risk in light of the following reasons: a) the ATC schedule extension has led to the agency for lacking these tasks less than 17 weeks before that started lessening the schedule risk, b) the increase from Medium to High in May was based on a misunderstanding of the current state of the MOA's and contract metrics, c) substantial progress has been made against each of the In Progress recommendations, and it continues to trend in the right direction. In regards to	
61	Poorly executed JAD and design sessions could lead to inaccurate design and rework.	Brad	Finding - Issue	11/30/2021	System Design	ASI-led Workflow JAD sessions have been held for CMM, with the following concerns being observed: - No clear introduction to all participants on the goal of the JAD, overview on the process and the importance of their participation. - On many occasions the conversation needed to be driven by leading questions, as expected, but was instead lead by business users. Too much pause time when participants did not know the answer to a question; several occasions where complete silence on the call for 30 seconds or more. - Lack of thought leadership from the ASI on how workflow could be designed to ease/improve process for client	The CMM Workflow JAD sessions restarted in November. DHS indicated some concerns regarding the CMM Workflow JAD sessions, specifically: (1) Do the JAD participants understand how the Case will be managed through workflow? (2) What improvements will be made in the new BES to support the users and clients? - Incomplete or unclear JAD sessions with insufficient documentation could lead to a poor design, lacking the details needed to support business requirements, as well as missing opportunities to improve workflow and related system design.	- JAD and design sessions should be lead by experienced senior BA's, with goals, objectives and results communicated to all participants. - The facilitator should use their expertise to drive discussions through leading questions. - The DHS and ASI product owners should actively participate to ensure the system meets the requirements, designed taking advantage of new technology and aligns to the 'to be' business process. - The ASI should back-track significant differences in design direction to determine the root cause to identify these items as early in the SDLC as possible. - The Product Owners should have more direct interaction with the development team, proactively seeking collaboration. - 10/5/21 Complete - The Functional Design Document process, to include the Design Sprint concept, should be clearly defined and shared with all project team members. (Closed, 1/31/2022) - Invite IVV to all future design sessions and design sprints to allow IVV to observe and assess the effectiveness of the revised design processes. (Closed, 1/31/2022) - ASI and DHS should work together to vet the in-progress design with all SMEs for the area of focus.	ASAP	2	5	Med	Open	1/31/2022 - Based on progress by ASI, two of the recommendations are complete. The revised Design Sprint process will kick off on 1/13/2022 which both ASI and DHS hope will address many of the concerns called out in this finding. 12/11/2021 - IVV continues to observe misalignment between DHS and ASI on design decisions made late in design sprint process - causing frustration on both sides of the conversation. The ASI and DHS started working on re-defining the design sprint process in this reporting period. IVV will look for improvements based on these changes that, hopefully, will reduce these misalignment concerns. 11/30/2021 - IVV continues to ramp up participation in design sprint meetings. IVV observed that new/replacement DHS POs, who were not involved earlier sometimes request a revisit of prior decisions, and in some cases, the replacement PO will have a different opinion on how to design the solution. IVV will continue to observe these meetings and capture issues that could negatively impact the design of solution. 10/31/2021 - The BES Project Team (DHS, ASI, IVV) has shared concerns about issues arising late in the development process during in-Sprint demo and prototype meetings. IVV has now been invited to many more of the design sprint meetings, where we will seek to understand how these gaps in design are occurring, and look to discuss potential resolutions with DHS and the ASI. 9/30/2021 - IVV received invites to selected Design Sprint Meetings on 9/30 and will resume monitoring design discussions between ASI and DHS. IVV has observed and DHS/ASI has confirmed that the participation level of ASI and DHS project owners in design meetings has increased. 8/30/2021 - IVV did not participate in any design sessions or design sprints in this reporting period, therefore, we have no material update this month. Although these updates were conducted, IVV was not included. IVV respectively requests to be included in the design sessions and/or sessions as they are scheduled on 1/13/22. The ASI has stated they continue to make progress in integrating their teams to assure integration points are effectively and efficiently addressed. The ASI has also stated that they have re-assessed some integration tasks in the schedule to further mitigate this risk. 12/31/21 - The ASI delivered an updated BES project schedule on 12/20/2021. IVV will review the schedule to assess how these changes may impact this finding. 11/29/21 - The ASI stated that communications between their development teams have improved, and as a result, moved some integration components into earlier releases. However, most of the integrations are scheduled for implementation shortly before go-live based on the project schedule. 10/28/21 - Increased communication between the ASI's development teams is improving each team's understanding of integration requirements and impacts to each team's code base. Therefore, IVV is lowering this risk criticality to Medium. However, IVV remains concerned that implementation of some integrations will occur in later releases which could lead to unexpected issues and leave the project little time to correct these issues. 09/29/21 - The ASI has stated that several integration points are being defined as part of their ongoing development work and they are evaluating whether any integration points can be completed sooner than originally planned. IVV is concerned that pushing this work towards the end of development could result in schedule slippage if components do not integrate as expected and more work is required to develop and test. 08/30/21 - The ASI has stated they intend to demonstrate some CMM/SSP integration as part of release 0.6. With only 4 releases remaining before the final release, it remains unclear if all integrations will be completed and fully tested without schedule slippage. The ASI has described their plan for mitigating this risk which includes enhancing communication between their development groups. 07/27/2021 - This reporting period, IVV observed	9/9/21 RAP - The IVV does participate in many of the design sprint design process including screen mock-ups, grooming sessions, and Sprint demo's. The team is concerned about the participation of the IVV for two main reasons: 1) IVV does not always stay silent in discussions on design despite assurances from the IVV PM that they are not their role, and 2) IVV's participation typically gives rise to be informal processes to move	
60	System Integration of the BES Modules (CMM, FMM, SSP) will be developed in the later releases vs a continuous integrator model within each release which may cause schedule delays.	mfors	Finding - Risk	9/30/2020	Integration and Interface Management	The BES Modules (CMM, FMM, SSP) are developed by separate teams and demo's are conducted separately with each release. Integration points between the modules are currently tested and the ASI has yet to demonstrate integration of the modules and end-to-end functionality. The development could result schedule slippage if components do not integrate as expected and additional testing time is required once repairs are completed.	Failure to perform integration testing and/or proof of concept integrations early in the development effort could lead to unexpected design and technical complications as well as bugs as go-live approaches and lead to unexpected delays. A 'big bang' integration strategy towards the end of development could result schedule slippage if components do not integrate as expected and additional testing time is required once repairs are completed.	- Prioritize the build and testing of integration points to assure integrations (through early end-to-end testing) meet expectations throughout development instead of waiting to perform them for the first time as go-live approaches. - The ASI plan and communicate the mitigation strategy for handling risks associated with their integration approach.	N/A	3	2	Med	Open	1/31/22 - Based on ASI and DHS testing and defect validation progress, IVV's root cause recommendation is complete. If remaining testing for all sub-releases in Release 0.6 shows a low cause of defects from design, the primary concern of this finding should be addressed. 12/31/2021 - The completion of Release 0.6 testing should provide clarity on overall defects specifically on those related to design. Results consistent with already completed SSP testing for Release 0.6 could address the scope of this finding. 11/30/2021 - The results of the system test for release 0.6 showed a significant reduction in defects compared to prior releases, which could reflect improvement in the quality of deliverables. IVV will review the root cause analysis when provided by the ASI. 10/31/2021 DHS testing team reported inconsistencies between wireframes and Functional Design Documents, causing challenges in creating test cases and resulting in defects in development. IVV and DHS are concerned that as the project moves to larger and more complex releases, these quality issues could negatively impact the project. IVV added a new recommendation that the ASI focus on addressing these inconsistencies. 9/30/2021 - No material updates in this reporting period. The ASI reported in April 2021 that they would publish proposed quality metrics, but this has not occurred. IVV is concerned with the lack of evidence that the ASI is following the Quality Management Plan and will evaluate raising the criticality rating of this finding. 8/31/2021 - The ASI indicated they do plan on providing updated quality metrics that align with the revised process using the Confluence tool however, they have not published them. IVV recognizes this may be a lower priority item since the project team has been focused on the SDLC changes that need to align with the revised process using the Confluence tool however, they have not published them. IVV recognizes this may be a lower priority item since the project team has been focused on the SDLC changes that need the necessary schedule adjustments. 7/30/2021 - The project deliverables published this month appeared to have most comments focused on functionality vs. format/grammar/spelling. This implies improvement	06/30/2020 - New deliverables this month included Bi-10 and Bi-20. Bi-10 was initially called back for quality issues, and the issues were corrected. DHS is not comfortable with Bi-10 in format, will be revised again.	7/30/21 RAP - The ASI team will review and respond to this issue again when a material update is made by the IVV. We also recognize that the ASI will continue to evolve in future releases. RO's will demonstrate the first integration points between CMM & SSP. This is now four releases before the final planned development release. Similar interfaces between CMM & Curves will begin in RO, 7, 3 releases before the first development release. The ASI team is mitigating the risk stated by the IVV in 3 ways: 1) gaining agreement from both development teams on the integration methods, and service
49	Poor quality project deliverables may impact the project schedule.	Brad	Finding - Issue	4/16/2020	Project Management	In April, four Bi-10 design deliverables and one Interface Control Document deliverable were submitted for client review. There was an average of 85 comments submitted for each of these deliverables. The documents exhibited erroneous information, a lack of a logical organizational flow, an insufficient level of detail, and a lack of understanding of the subject matter from both a functional and technical perspective. DHS logged this issue in the Project Issue Log for corrective action by the ASI. The ASI acted by conducting an internal root cause analysis and provided DHS and IVV the high-level results.	The staff time spent on reviewing deliverables is exceeding the plan for all project entries and has caused schedule delays due to the associated rework needed for remediation. If poor quality deliverables continue to be produced and submitted for review, this can continue to result in unproductive use of time, unanticipated rework, misaligned development and testing activities, potentially unfulfilled functionality, and additional schedule delays.	IVV recommends that a facilitated root cause analysis be performed by the ASI with DHS and IVV in attendance. Quality issues are rarely generated by a single entry in a project, as there could potentially be multiple causes or root causes of this current condition. Once the root cause(s) are identified, IVV recommends immediate action be employed to resolve quality concerns on in-process deliverables prior to submission of subsequent deliverables. Closed 7/30/2021 - ASI reviews its Quality Management Plan to ensure that the Project is working within the guidelines of this Plan document. In particular, the ASI should evaluate and consider if it is in alignment with Section 3.1.2 Measure Project Quality, which states, ASI measures process and product quality by 1) selecting BES implementation process and product attributes to measure; 2) selecting component activities to measure; 3) defining value scales for each component activity; 4) recording observed activity values; and 5) combining the recorded attribute values into a single number called a process quality index. IVV has not seen evidence indicating the ASI is utilizing metrics to measure its process and product quality. -ASI verifies that the information in design and testing artifacts is kept in sync, and consistent. -AS perform a root cause analysis with DHS and IVV in attendance to determine the source of the design defects. (closed, 1/31/2022)	Immediate	2	2	Low	Open	1/31/2022 - Based on ASI and DHS testing and defect validation progress, IVV's root cause recommendation is complete. If remaining testing for all sub-releases in Release 0.6 shows a low cause of defects from design, the primary concern of this finding should be addressed. 12/31/2021 - The completion of Release 0.6 testing should provide clarity on overall defects specifically on those related to design. Results consistent with already completed SSP testing for Release 0.6 could address the scope of this finding. 11/30/2021 - The results of the system test for release 0.6 showed a significant reduction in defects compared to prior releases, which could reflect improvement in the quality of deliverables. IVV will review the root cause analysis when provided by the ASI. 10/31/2021 DHS testing team reported inconsistencies between wireframes and Functional Design Documents, causing challenges in creating test cases and resulting in defects in development. IVV and DHS are concerned that as the project moves to larger and more complex releases, these quality issues could negatively impact the project. 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This implies improvement	7/30/21 RAP - The ASI team will review and respond to this issue again when a material update is made by the IVV. We also recognize that the ASI will continue to evolve in future releases. RO's will demonstrate the first integration points between CMM & SSP. This is now four releases before the final planned development release. Similar interfaces between CMM & Curves will begin in RO, 7, 3 releases before the first development release. The ASI team is mitigating the risk stated by the IVV in 3 ways: 1) gaining agreement from both development teams on the integration methods, and service	

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47	The COVID-19 pandemic and the related "stay at home" order could hinder project activities and negatively impact the project schedule and budget.	mfor	Finding - Risk	3/29/2020	Project Management	On 3/23/2020, the Governor of Hawaii issued a "stay at home, work from home" order that has reduced state department's ability to be fully functional as the large majority of state workers will be required to work from home/remotely at least until the end of May and some offices may be completely shut down until that time as well. Unclear if the order will extend beyond that date.	DHS stakeholder participation in key activities could be significantly hindered, not only by working remotely but also by the need to focus on delivering services to beneficiaries. Planned key activities such as design sessions may be facilitated remotely which may impact the quality of the sessions. Going forward, most if not all project activities will more than likely be conducted remotely until this crisis passes. The DHS project team will soon lose some key members of the PMO, the PMO lead will retire on 4/30/20 and another key member in June 2020. DHS has concerns that the state could experience a significant loss of revenue due to COVID, which could lead to DHS budget challenges. If the state/DHS institutes a hiring freeze, DHS PMO may not be able to replace these key resources. Additionally, if the state institutes furloughs, DHS project team resources could be further constrained. Unclear if the state budget challenges will impact overall project funding.	Continue to make efforts to setup, train, and assist new stakeholders on remote work devices and tools and continue to assist stakeholders with becoming fully functional with remote access technology (e.g. MS Teams/Zoom). Complete. Suggest the project and DHS create a detailed, documented risk mitigation strategy and plan that is reviewed regularly and revised to address the current state of the COVID-19 threat and related impacts. The plan should include the possible economic impacts to the state budget directly related to project resources. Update the ODM Plan to include any new activities or updates to planned activities to aid the organization through this COVID-19 pandemic in the short and long term. Complete. Send broad communications to stakeholders to assure clear understanding of changes to the Project with this regard to impacts of COVID as well as clarifying communications as to what will remain the same. Explore options for freeing up key BES/D SME's work on the project. Complete. Project leadership should continue to have independent phone conversations to enhance and accelerate communications, and for team members not wait for meetings to converse.	ASAP	2	Low	Open	1/31/22 - The ASI has reaffirmed that remote meetings are a less effective form of communication than in-person and therefore, COVID continues to have a negative impact on the quality of some project activities, albeit of a decreasing quantity. 12/31/21 - Though Omicron COVID cases are surging, the project has indicated they do not plan to make changes to current protocols and do not expect this surge will materially impact the project. 11/29/21 - The ASI has transitioned their team from working remotely to primarily working in their Honolulu office as of October 2021. It remains unclear whether the new COVID variant (Omicron) will disrupt project activities. 10/28/21 - No material update in reporting period. 9/29/21 - No material update in reporting period. 8/30/21 - The ASI has recently reported they will be closing their offices for at least 2 weeks given the escalating number of COVID cases. As work will be ongoing, they do not expect significant impacts to productivity. 7/27/21 - The ASI has reported that their off-site (India) team is back to full strength again after having some challenges with COVID. IVV remains concerned that some communications between the project team could be hindered due to not being able to work in closer proximity. IVV recommends project leadership continue to encourage independent phone conversations to enhance and accelerate communications, and for team members not wait for meetings to converse. 6/28/21 - The ASI continues to limit their office occupancy to 50% to comply with State mandates but has indicated that in-office team members continue to see increased productivity from in-person project collaboration. Some key DHS SME's will continue to work remotely which could pose a challenge to project productivity. Earlier concerns with COVID impacts to their offshore (India) team because of the spike in new cases appear to be subsiding. IVV changed the criticality of this finding from medium to low and will continue to monitor. 5/27/21 - The ASI has allowed	06/30/2020 - Office opening may be delayed until September/October. 7/30/21 RAP - The ASI agrees that COVID at the project site poses a new risk to both schedule and budget for the project despite some increases related to the delta variant. The ASI team continues to maintain social distancing in the office in line with State mandates. However, the team has essentially reached the new normal in Honolulu. This includes fewer resources traveling and more conference calls; however, the project has adjusted to the lack of in-person meetings. In our off-shore office, we still have staff working from home. We expect		
43	DHS PMO project team members have transferred off the Project, which may cause gaps in knowledge transfer and leadership on the Project.	Ryan	Finding - Issue	1/10/2020	Project Management	As reported in various project meetings, several key DHS PMO, BES and ASI project team members are planned to retire or leave the project within the next few months or have already transitioned off the project. While there are plans and actions being taken, a formal transition/succession plan has not been documented. In January, the ASI will announce and introduce an interim Project Manager, but a plan for a permanent replacement is not currently known.	The key resources leaving the BES Project provide knowledge and history of DHS and its software, solutions, and business processes, along with a level of consistency and continuity to the extended project team. This experience and knowledge is critical for the BES DDI and KOLA Modifications, and planning efforts for BES Maintenance and Operations activities.	5/31/2021 - DHS continue to work with the appropriate organizations to identify the funds necessary to fill these positions. In progress. The state should document a transition plan for the project and PMO resources as identified in the RFP (reference RFP section 3.4.3 "DHS Staffing"). The plan should include the possible COVID-19 concern impact to the state budget directly in relation to the project resources. Closed. The ASI should document a transition plan for each key resource as required by the RFP reference RFP section 3.1.2.2 (Benefit Eligibility Solution Project Staffing) - Closed	ASAP	3	5 High	Open	1/28/2022 - No material updates in this reporting period. 12/30/2021 - No material updates in this reporting period. 10/31/2021 - No material updates in this reporting period. 9/30/2021 - The BES/D Administrator, serving as the interim BES Project Manager resigned from DHS. To mitigate the knowledge and leadership risk, DHS notified the BES BES Project Manager with a contractor possessing extensive BES project experience. The Assistant BES Administrator will provide an active decision-making role in the project. IVV will monitor the impact of these project management changes. The remaining DHS PMO positions continue to be unfilled. 8/30/2021 - No material updates in this reporting period. 7/28/2021 - No material updates in this reporting period. 6/30/2021 - No material updates in this reporting period. 5/31/2021 - No material updates in this reporting period. 4/30/2021 - DHS reported the "hiring freeze" has been lifted and are working to secure the budget for these positions. IVV will continue to monitor. 3/31/2021 - No material updates to this finding in this reporting period. 2/28/2021 - No material updates to this finding in this reporting period. Note - Previously this finding was addressing DHS PMO and DHS BES staff, they were split during this reporting period to accommodate different status updates and critically ratings. The BES/D staff are now in finding BES-01/31/2021 - DHS assigned several BES/D staff to the project team this month and they are in the onboarding process. The DHS PMO positions remain in an open status. Although many new staff were added to the project in January, IVV retains this as a high priority until DHS has validated the project has the staff with the required skill sets needed for the long term. This may be challenging since the project is using Aha and MS Project to manage the schedule and Aha does not currently have DHS resource attributes included in the activities and tasks. 12/31/2020 - DHS identified the need to vet the details of the details of key DHS identified requests with stakeholders. The ASI plans to review these details with the PMO (AS/contractor) in the coming weeks. 12/31/21 - Details of the outstanding design Change Requests (CRs) have yet to be fully shared and vetted by stakeholders and project impacts remain unclear. Delays in providing these details could leave the project and stakeholders little time to react to significant architecture or other CR changes. 11/29/21 - The ASI reported progress in finalizing details of the Two-Port and GCP change requests (CRs) and vetted several key details with DHS. They are also working to finalize some of the architecture components. However, it remains unclear if these changes are fully communicated and vetted by the larger project team. 10/28/21 - IVV remains concerned with the significant delays in finalizing the Two-Port, GCP, and Rescheduling change requests (CRs). The Rescheduling CR was previously tracked as the KOLA ATC CR. Further, it remains unclear if these CRs will introduce significant scope changes and whether these potential scope changes are fully communicated and vetted by the larger project team. 9/29/21 - The Two-Port and GCP change requests are still not finalized. IVV remains concerned about the potential impact on the project schedule and budget. IVV also remains concerned that the overall architecture remains in flux, and that ongoing component updates as the architecture team pursues the most optimal infrastructure solution will affect maintenance and operations planning. 8/30/21 - In August, the revised Two-Port change request was not published. The ASI continues to research Aha tools that are compatible with the BES Architecture. There is a lack of clarity among stakeholders on how, and to what extent, the project will perform configuration management. DHS has indicated their desire to utilize the ServiceNow configuration management capabilities but have yet to resolve licensing issues and the ASI	02/08/2021 - Brian Donohoe does not agree with IVV's high-criticality rating of 4/23/21 RAP - From this finding (B43) and DHS rolled out the DHS Product Owner Roles and the changes to the project management of the project. Involved in Arch decisions and PM decisions around tool sets, future vision, etc. Day to day PM working closely w/ Gary and Emerald. We have no insight into other DHS staffing.		
29	Uncertainty and/or a lack of communication mfor	Finding - Issue	5/28/2019	Project Management	Some platform and BES system architecture decisions have yet to be made and socialized to the project. For example, the ASI and DHS have stated that they have reached agreement that the project will move forward with implementing two Sibel instances (one for KOLEA, one for BES), but this is not currently reflected in the project change log or the project design log. It remains unclear if the details of the rationale for this decision or the plan for integrating the two instances post-go-live have been thoroughly vetted and/or documented. Further, there may be some uncertainty around whether when all environments (including KOLEA and BES production) will be moved to the cloud.	The current project architecture and design should be as representative and inclusive of all known future solution plans as possible. As an example, if KOLEA and BES are to move to a single instance of Sibel in the future, planning for that integration should be incorporated into the project now, such significant future changes are not planned for now, the project is likely to see increased complexity, rework, and costs when integrating the two systems in the future.	The ASI continue to make updates to the BI-12 System Architecture Deliverable with additional details as they become available and with any architectural changes are finalized. Complete. DHS should finalize the Portal strategy and implementation details and communicate clearly communicate out to stakeholders and project teams. The Project should continue to vet possible architectural change impacts to the platform (e.g. ADA, Configuration Management tools), MDM, and BES systems before finalizing architectural decisions. DHS continue to request ASI perform due diligence in any recommendation for foundational architecture change decisions and continue to review with appropriate DHS stakeholders to assure a common understanding of the implications of these decisions. - Maintain current communication processes to ensure regular communication between development leads and architecture leads to assure optimal collaboration on possible architecture changes that could impact decisions in each area. - Maintain current communication processes to ensure regular communication between the architecture team and the rest of the project team to assess impacts of architecture decisions on the Project.	ASAP	2	2 Low	Open	1/31/22 - The ASI and DHS are reviewing their current SOA/Design process to improve, among other things, overall effectiveness and assure important details are vetted by appropriate stakeholders. Given that the estimated duration for each use case averages 15 days, it remains unclear if the new process will lead to schedule delays. 12/31/21 - The project team is updating existing design processes due to numerous issues with design accuracy, which is delaying final approval. These issues may have been the result of a lack of stakeholder understanding of the DDI approach. It remains unclear what delays have been realized due to these issues. 11/29/21 - The ASI has reported that their new testing approach has reduced DHS testers level of effort to support testing and streamlined the overall effort. DHS has reported that some of their product owners (POs) may have been put in a position (by the ASI) to provide final approval of designs without a proper understanding of what should be considered and vetted by other DHS stakeholders/SMEs. This has led to testing SMEs requesting changes to the finalized designs in the form of enhancements. DHS is making efforts to improve this process. Further, it remains unclear to DHS SMEs whether enhancement requests will incur additional costs to DHS which could later lead to cost overruns or scope reduction. 10/28/21 - It remains unclear whether recent changes to testing and the SOA Design process have been fully communicated to and understood by the project team. Further, it remains unclear if the new testing process approach will effectively reduce leakage problems or whether leakage would be better addressed through increased efforts to reduce system design misunderstandings and development defects. 9/29/21 - The project team is currently implementing a combined (UAT and SIT) testing approach, meaning DHS staff will participate in SIT. Individual Release UAT will no longer be performed at the end of each release. Final Acceptance testing	06/30/2020 - Combined application is still planned. App still not finalized by DHS. From Arch perspective, we are building a library. Future integration of the portals is still in the design phase, but not more complex than originally planned for data sharing. If change is made to Adobe, this would require a CR.			
16	Lack of clear understanding of the DDI approach may reduce effectiveness of all SOA Processes.	mfor	Finding - Issue	12/17/2018	Configuration and Development	Several DHS stakeholders have commented that the Design, Development, and Implementation (DDI) approach is unclear. While stakeholders can observe SI activity and have participated in some SI activities, they do not understand how it fits together and some activity objectives seem unclear. The SI conducted a DDI approach overview session during an initial IAR session, however not all stakeholders were present. IVV did not locate any DDI approach documentation or materials that could be referenced by stakeholders who may have missed to the overview session, by new members of the team, or by other interested parties.	Lack of stakeholder understanding and buy-in to the SI DDI approach and project activity objectives may reduce the effectiveness of IAR and JAD sessions as well as other BES project activities and decisions.	PCI recommends one or more of the following to mitigate this risk. * ASI provide an additional DDI approach overview session for stakeholders who still may be unclear on elements of the methodology, especially new product owners. Complete 8/27/2021. * ASI make available their DDI approach documentation/materials for stakeholders to review and/or refresh their knowledge on demand. * The Project monitor DHS product owner productivity, ability/willingness to provide effective feedback to the ASI for design and other important decisions and provide coaching as needed to assure their effectiveness in their role.	1/31/19	3	3 Med	Open	1/31/22 - The ASI and DHS are reviewing their current SOA/Design process to improve, among other things, overall effectiveness and assure important details are vetted by appropriate stakeholders. Given that the estimated duration for each use case averages 15 days, it remains unclear if the new process will lead to schedule delays. 12/31/21 - The project team is updating existing design processes due to numerous issues with design accuracy, which is delaying final approval. These issues may have been the result of a lack of stakeholder understanding of the DDI approach. It remains unclear what delays have been realized due to these issues. 11/29/21 - The ASI has reported that their new testing approach has reduced DHS testers level of effort to support testing and streamlined the overall effort. DHS has reported that some of their product owners (POs) may have been put in a position (by the ASI) to provide final approval of designs without a proper understanding of what should be considered and vetted by other DHS stakeholders/SMEs. This has led to testing SMEs requesting changes to the finalized designs in the form of enhancements. DHS is making efforts to improve this process. Further, it remains unclear to DHS SMEs whether enhancement requests will incur additional costs to DHS which could later lead to cost overruns or scope reduction. 10/28/21 - It remains unclear whether recent changes to testing and the SOA Design process have been fully communicated to and understood by the project team. Further, it remains unclear if the new testing process approach will effectively reduce leakage problems or whether leakage would be better addressed through increased efforts to reduce system design misunderstandings and development defects. 9/29/21 - The project team is currently implementing a combined (UAT and SIT) testing approach, meaning DHS staff will participate in SIT. Individual Release UAT will no longer be performed at the end of each release. Final Acceptance testing	9/9/21 RAP - The ASI and DHS continue to refine the final plan for the two portal vision. We expect that 4/23/21 RAP - The ASI and DHS continue to refine the final plan for the two portal vision. We expect that 7/20/21 RAP - The ASI provides updates on the SKL processes and published Confidence. They continue to evolve in response to team issues learned, project schedule impacts, and misunderstandings and development defects. 9/29/21 - The project team is currently implementing a combined (UAT and SIT) testing approach, meaning DHS staff will participate in SIT. Individual Release UAT will no longer be performed at the end of each release. Final Acceptance testing		

ID	Title	Reporter	Finding Type	Identified Date	Category	Description	Significance	Recommendation	Event Horizon	Impact	Probability	Priority	Analyst	Finding Status	Current Update	Client Comments	Vendor Comments
2	Late delivery of project deliverables has caused schedule delays.	Ryan	Finding-Issue	11/28/2018	Project Management	Based upon the project schedule dated 11/26/18 (refer to schedule for specifics), several due dates for project deliverables have been missed. As of the date of this report, these deliverables include the Project Management Plan (PMP), which is the formal document that is used to manage the execution of the project. In some instances, this risk may be compounded by a backlog of Deliverable Expectation Documents (DED) requiring approval and acceptance from the State.	Late Deliverables can lead to schedule impacts and too many late deliverables may cause significant disruption to schedules or delays. ****IDM**Without a PMP that depicts all Project Management processes, the Project can suffer unplanned consequences in scope, schedule, cost, and quality parameters. Without a schedule that provides the required level of detail to manage the work, the project is at risk to be successful.	9/30/2021 - Despite not yet having a revised baseline schedule, continue monitoring and analyzing deliverables that may have impact to the critical path - in process 5/31/2021 - When the revised schedule is published the project team should restart the weekly practice of reporting actions being taken for late tasks and develop mitigation plans for those tasks that may be late. - Complete 4/26/2021, 7/29/2021, 12/30/2021 - DHS and the ASI agree to a revised schedule against which project deliverables can be managed. 9/30/2020 Recommendation - IVV recommends the project team evaluate the estimating process to determine if changes should be made to reduce the number of late tasks and/or conduct a root cause analysis to determine and address the root cause(s). - Closed 8/31/2020 Recommendations: - Prior to acceptance of the new baseline, finalize the needed updates to the project schedule to address the outstanding items/issues identified by DHS, the ASI, and IVV to include the Release 0.1 lessons learned. - Closed - Establish the process for DHS and the ASI to mutually agree to the revised project schedule baseline. - Complete - Establish the process for on-going schedule management and weekly updates, utilizing the Schedule Management sub-plan of the Project Management Plan (BI-04). - Complete 5/31/2020 - Finalize the updates to the project schedule to address the outstanding items/issues identified by DHS and IVV. - Closed 5/31/2020 - Establish the process for DHS and the ASI to mutually agree to the revised project schedule baseline. - Closed 3/31/2020 - Add all tasks that have been performed or planned to be performed in the Interim schedule. Closed 5/30/2020 - effective 5/15/2020 the ASI is no longer maintaining the interim schedule. - IVV recommends that the ASI complete the Project Management Plan deliverable, work with DHS and IVV for review and edit as needed, and obtain approval of the PMP. This will help ensure that all processes within the project management entity are	TBD	4	5	High	Open	1/29/2022 - The Project continues to develop a new baseline schedule for DHS approval that addresses existing delays and changes to SDLC processes. The project team continues to use an unapproved version of the schedule to track tasks. Until a baseline is developed and agreed upon, there is no reference to determine if project deliverables are late for any release past Release 0.6. 12/30/2021 - The project is currently developing a new baseline schedule for DHS approval. The project team is using the prior version of the unapproved schedule to track tasks. Until a baseline is developed and agreed upon, there is no reference to determine if project deliverables are late. 11/26/2021 - The project continues to demonstrate late deliverables. For example, CP Special Indicator and CMM Interview did not go into Release 6 System Integration Testing on schedule. As project deliverables slip, it may be an indication that the schedule itself is not reasonable and not necessarily the execution of project tasks. The project team is currently reevaluating the schedule. IVV has opened a new risk #74 to monitor planning and scheduling activities. 10/30/2021 - This month the ASI conducted two sessions to review the schedule questions raised by DHS and IVV. It is apparent that many of activities/tasks are not yet effectively planned, meaning several updates/additions are necessary to provide a complete understanding of the project work. Additionally, the overlap of Release 0.4 - 0.10 is concerning based on (1) the lack of visibility into resource requirements, and (2) historical project team performance does not support the aggressive schedule. DHS is reviewing the schedule with the ASI to ensure it is measurable, realistic and in-line with the project team's past performance and resource availability. 9/30/2021 - The ASI published a draft BI-5 Project Schedule for DHS and IVV review and comments. The intent is that the project schedule will be re-baselined once the comments are resolved, and DHS approves the schedule. IVV remains concerned about		7/20/21 RAP - The ASI will continue to refine the published schedule based on feedback from DHS and the IVV while we work through the final change request for the ATC which is nearing completion. Regarding the recommendations: Recommendation #1: Based on progress made to date, the ASI is hopeful that we can agree in principle on the ATC change request in July and have a final schedule published by the end of the month. Recommendation #2: The team has reinstated every other week schedule meetings and is tracking actions be taken on late work on	