

# PROJECT CHARTER

## PURPOSE

*The Project Charter links the project to the organization's ongoing work and strategic priorities. It provides the information necessary to determine if the project will continue into the Planning process for further due diligence. It ensures that a project concept or idea originates from stakeholder needs, who the affected stakeholders are proposing the concept and that there is formal commitment to the effort. The expected outcome is that the project charter will be authorized to proceed into Planning after a review by the Program Governance Committee (PGC).*

## PROJECT INFORMATION

Project Name	Project ID	Project Manager
Legislative and Testimony Tracker	150049	Blaine Fergerstrom
Business Process Owner	Project Sponsor	Project Executive Sponsor
Jenny Cheng	Laurel Johnston	Governor David Ige

## OVERVIEW

**Project Goal: The long-term objective that the project purpose will contribute to.**

Foster collaboration, communication, and efficiency across the State of Hawaii.

**Project Purpose: The near-term objective that the project will achieve if all the output objectives are completed as planned and assumptions remain true.**

Flexible and automated legislation, testimony, and position tracking process.

**Product/Project Description: Document the characteristics of the product/project. This will be refined during the Planning Process.**

Flexible and automated legislation, testimony, and position tracking tool.

**Will the project require procurements? (i.e. Statement of Work, Addendum to a Master Agreement, RFI, RFQ or RFP)**

Yes       No       Unknown

If yes, which procurement type is required?

SOW       ADMA       RFI       RFQ       RFP

**Identify any related or impacted Systems, Programs and/or Projects that may be affected by this project**

Excel spreadsheet, Office 365, Lotus Notes LTS, LegMon, Access databases, SharePoint, LegiScan, IQ, Email, Google Docs, Hawaii Legislative Tracker

### **Project Terms and Definitions**

- Excel spreadsheet: Spreadsheet file generated and maintained by Microsoft Excel software (part of all versions of Microsoft Office software suite)
- Office 365: Microsoft Office 365 software suite (current versions)
- Lotus Notes LTS: Legislative Tracking System (LTS) built using Lotus Notes (Domino?) software platform
- IQ: Lockheed-Martin legislation tracking system
- LegMon: A component of Lockheed Martin IQ legislation tracking system
- Access database: Database built and maintained using Microsoft Access software, part of the Microsoft Office software suite (some versions)
- SharePoint: Web-based Microsoft collaboration software
- LegiScan: Online bill tracking system <http://www.legiscan.com/> with free and pay versions with different levels of service offered
- Email: The practice of using email to share and collaborate on legislation
- Google Docs: Free online suite of office software (word processing, spreadsheet, presentations and file sharing) which allows collaboration on a document via web browser
- Hawaii Legislative Tracker: <http://www.hawaiilegislativetracker.com>

## **BUSINESS CASE & VALUE ANALYSIS**

*The business case documents the "current" and "future" business situation to provide a view of the expected benefits of the project and its drivers in order to justify further project management activities.*

**Current Situation: Important Historical Background and "as-is" situation**

Disparate, manual processes and tools. Current SharePoint site not user friendly and developed with limited user input, feedback, and training resulting in resistance to change and low user adoption; also lacking a key piece-- communication and collaboration function.

**Business Value: Describe the improved situation that would make this initiative worthwhile (expected benefits) and how much you are willing to invest to obtain the future state (expected cost to complete)**

Increasing efficiency, fostering communication and collaboration, breaking down silos, and providing global access to data.

**Strategic Alignment: Describe the specific organizational goal that this project is aligned to and will support**

Engaging state of Hawaii employees to be part of the solution, potentially contributing to transparent government and open data, and transforming and modernizing state government.

**Drivers: Items driving the project to be completed (i.e. a regulatory requirement, a legislative mandate, failing hardware, etc.)**

Governor's priority, 2016 Legislative Session, lack of collaboration and communication using current systems, and departments operating in silos.

**Assumptions: Items that must be true in order for the project to be successful**

- Real-time access to Legislature data
- Intra- and inter-departmental communication function
- All departments and agencies can communicate with each other
- Web connection
- Security
- Sufficient resources
- Subject matter expertise
- Network capacity
- Training
- Stakeholder participation in testing
- Legislative coordinator participation
- Department personnel participation
- Governor’s office participation
- Ability to assign bills internally
- Ability to customize reports
- System will be automated
- System will be user friendly
- System will be customizable by department
- System can be enhanced or expanded in the future to allow for collaboration on other projects

**Constraints: Items beyond the control of the team that limits options**

Financial constraints, no operating budget, time constraints, 2016 Legislative Session, advance testing, troubleshooting, and training time.

**Risk Assessment: Please describe the high level risk factors, both negative and positive.**

No easily available access to live data, short deadline, and technical issues with SharePoint, Office 365, and Active Directory.

**Cost of not doing this project: *If the project is not selected to move forward into planning, what will be the organizational “cost” (risks to people – constituents, employees, community, process – the way things are currently done, and/or technology)***

If top priorities of this project not completed, tested, and users trained by deadline, then Governor’s office and executive departments’ core legislative functions will be severely impacted by the inability to communicate and collaborate on testimony and positions.

## PROJECT OBJECTIVES

*Objectives should be “SMART”: Specific, Measurable, Achievable, Relevant, and Time-bound*

Objectives	Deliverables
<ul style="list-style-type: none"> <li>• Development of automated, enterprise-level legislative management system used by all state departments and attached agencies to improve communication and coordination when routing, tracking, and submitting bills and testimonies.</li> </ul>	<p>50% reduction in time spent inputting legislative information.</p> <p>Ability to produce 100% real-time department, customized reports by start of pre-filing.</p> <p>Alerted 100% of the time when new testimony is submitted.</p>
<ul style="list-style-type: none"> <li>• Global Access</li> </ul>	<p>Accessible to any assigned user delegated by appointing authority from any platform, any network, anytime, anywhere (e.g., Cloud-Based), including but not limited to desktop, mobile, and personal devices.</p>
<ul style="list-style-type: none"> <li>• Real-Time Integration to Legislature Website</li> </ul>	<p>Legislative Testimony Tracking (LTT) system that is synchronized with Legislature Website and allows for customized reports.</p>
<ul style="list-style-type: none"> <li>• Properly Leveraged Resources</li> </ul>	<p>Properly vetted bills and testimony in a timely manner.</p> <p>Motivation to adopt.</p> <p>Maximizing resources in between hearings at the Legislature by remotely drafting and sharing testimony.</p>
<ul style="list-style-type: none"> <li>• Flexible Workflow to Assign Bills</li> </ul>	<p>Design an internal bill workflow tracker/tool for agencies that allows authorized agency staff to submit testimony to Legislature and Governor's office, and to share positions among executive departments and Governor's office.</p>
<ul style="list-style-type: none"> <li>• Well-Defined Roles</li> </ul>	<p>Identify departments, agencies, and Legislative Coordinators tracking bills.</p>

<b>High Level Scope:</b>
Define the process and then define a desirable solution.

**Quality Metrics:** Describe the means by which the project's success will be reported & measured at this initial point in time

- 100% accessible, 24/7, by all authorized users by the time of project launch and throughout the legislative session
- 100% system adoption
- 100% of all departments know other departments' positions on bills in advance (prior to hearing)
- 100% of testimony submitted to Legislature matches testimony in system
- 98% of users agree that the LTT meets the minimum three second delay
- 20% reduction in staff resources spent on inputting bills to be tracked
- One-click submission of testimony to Legislature, Governor
- Immediate notification to other parties regarding positions, measures

**High Level Milestones:** List the key milestones (only those known at this early stage) needed to plan and execute the project

October 3, 2015 hard go live deadline. Testing and documentation in September. Training, user feedback, and fine-tuning in October. "Should have" functionality by November 3. "Nice to have" functionality by December 3. Legislature opening day on January 20, 2016. Legislative coordinator meetings to be scheduled for September 2015 and January 2016.

## PROJECT STAKEHOLDERS TO DATE

Stakeholder	Dept.	Interest/Need	Signature
<i>Who are the individuals that will be positively or negatively affected by the project results? Bold signifies Project Team Member.</i>	<i>Entities positively, negatively affected by project?</i>	<i>What are the interests and needs of the identified stakeholder in relation to the project results?</i>	<i>Attendance at the July 24 Stakeholder meeting. July 29 Stakeholder Meeting.</i>
Alison Kunishige			
Amel Chun			
Andrew Lum			
Anne Lopez			
Annie Kumataka Lukec			
<b>Arnold Kishi</b>	<b>OIMT</b>	<b>Arnold Kishi</b>	7/24/2015 & 7/29/2015
Benjamin Park			
<b>Brandon Asuka</b>			
Caryn Moran			

Cathy Ross			
Charla Ota			
Cheryl Kakazu Park			
<b>David Ige, Governor</b>	<b>Gov</b>	<b>Executive Sponsor</b>	
David Rodriguez	DOT	Keep it simple and complete	7/24/2015
David Veltri			
Dawn Takeuchi Apuna			
Dennis Ling			
Donna Curry			
Donna S. Ige			
Galen Yoshimoto			
Gary Kam	CSC		7/29/2015
Gina Williams			
<b>Helene Okamura</b>	DOAG		
Iris Nakamatsu			
Jacob Herlitz			
Jade Butay			
Jaime Hirata			
James Griffin			
James Walther			
<b>Jana Chang</b>	Gov		7/24/2015 & 7/29/2015
Jayson Watts			
Jennifer Brooks	OIP	Keeping up with legislation, not missing anything, not being surprised	7/24/2015 & 7/29/2015

<b>Jenny Cheng</b>	<b>Gov</b>	<b>Business Process Owner</b>	7/24/2015 & 7/29/2015
<b>Jill Sugihara</b>	DBEDT	Leg tracking for DBEDT LTS and Gov's office to share positions	7/24/2015 & 7/29/2015
<b>Jo Ann Uchida</b>	DCCA	LTS	7/24/2015
Jonathan White			
Josh Frost	Gov		7/24/2015 & 7/29/2015
<b>Joshua Wisch</b>	AG		7/24/2015
Joy Windham			
Kanoe Margol			
<b>Karen Higa</b>	ICSD	Data.hawaii.gov, SharePoint	
Karl Kaneshiro			
<b>Keith DeMello</b>	<b>OIMT</b>	<b>Public Information Officer</b>	7/24/2015 & 7/29/2015
Keith Fujio			
Keith Yamamoto			
Kekoa Kaluhiwa			
Kellie Sato			
Ken Kakesako			
Kenyon Tam			
Kristin Izumi-Nitao			
<b>Laurel Johnston</b>	<b>Gov</b>	<b>Project Sponsor</b>	
Linda Rosen			
Lisa Nakao	DHS	Automated tracking system	7/29/2015
Lorrin Kim			
Lynn Hammonds			

<b>Malia Espinda</b>	DOE	Efficiency; avoid duplication	7/24/2015
<b>Malia Taum-Deenik</b>	DHS		7/24/2015 & 7/29/2015
Mallory Fujitani			
<b>Mary Alice Evans</b>	DBEDT	LTS	7/24/2015
Maurice Kato			
<b>Mavis Masaki</b>		Coordination between Gov and Dept Dirs	7/24/2015 & 7/29/2015
<b>Michael Golojuch Jr.</b>	ERS	Ensuring we have an easy to use, comprehensive legislative tracking system	7/24/2015 & 7/29/2015
<b>Michael Otsuji</b>	OIMT		
<b>Michael Yoshinaga</b>			
Neal Miyahira			
Raechele Joyo	B&F		7/24/2015
Regina Pascua			
Richard Burns			
<b>Robbie Watland</b>	UH		7/24/2015 & 7/29/2015
Robin Yahiku			
Roderick Becker	B&F	Legislative tracking system	7/24/2015
Ross Tsukenjo			
Sandi Yahiro			
<b>Sean Mikell</b>	DCCA	Key Deadline tracking	7/24/2015
Stacie Kanno			
<b>Stephanie Kim</b>	UH	Tracking	7/24/2015 & 7/29/2015
Susan Richey	DHHL		7/24/2015
<b>Teal Takayama</b>	Gov	Tracking and commentary from LCs, departments	7/29/2015

Tom Hutton			
<b>William Kunstman</b>	DLIR	Calendar as part of system	7/29/2015
Yvonne Lau			

## APPROVALS

Name	Title	Date	Department	Approved (Signature)
David Ige, Governor	Executive Sponsor	8/17/15	Governor	<i>David Ige</i>
Laurel Johnston	Sponsor	8/17/15	Governor	<i>Laurel Johnston</i>
Jenny Cheng	Business Process Owner	8/17/15	Governor	<i>Jenny Cheng</i>
Blaine Fergerstrom	Project Manager	8/17/15	OIMT PMCE	<i>Blaine Fergerstrom</i>