Charter: Executive Summary (see detailed Charter for more information)

Project Title and number	**Performance Reporting Information and System Management (PRISM) Release 1.0**
Sponsor /Champion[1]	Virlena Crosley, Director, Oregon Employment Department Jean Thorne, Governor's Education and Workforce Policy Advisor
Steering Committee	Includes representation from PRISM Partner Agencies, SIS and the Governor's Office - Curt Amo – OED (Information Technology) - Michael Buckley – Department of Human Services - Virlena Crosley - Oregon Employment Department - Michael Dougherty – OED (SIS Steering Committee) - Cam Preus-Braly – Community College Workforce Development - David Rike – Oregon Department of Education - Annette Talbott – Governor's Education and Workforce Policy Office (OEWP)
Project Managers	• Marc Perrett (Business) • Kathryn Naugle (Information Technology)
Stakeholders	See detailed charter (page 3) for comprehensive list - PRISM Partner Agencies - Performance Accountability Policy (PAPOL) - OWIB/PAC - Workforce Investment Boards (WIBs) - Governor's Education/Workforce Policy Office - Statewide Workforce Action Team (SWAT) - Workforce Policy Cabinet (WPC) - SIS Data Elements Group - Employment Department Executive, Fiscal, Research, IT Staff
Workgroups	<u>Workforce Technical Team:</u> - Carleen Criteser (DHS) - Yelena Galante (OED) - John Glen (OED) - Chuck Oswalt (OED) - Al Pierce (CCWD) - Lily Sehon (DHS) - TBD (DHS) - TBD (ODE) <u>Implementation Team:</u> - Michael Dougherty (SIS) - Dave Allen (C/E) - Rick Luthe (Rules) - Chuck Oswalt (PRISM) - Marc Perrett (PRISM) - Annette Talbott (OEWP) - Jana Hofer (CCWD) - Lily Sehon (DHS) - TBD (DHS) <u>Information Technology Team:</u> - Chuck Oswalt – Technical Lead - Scott Zentz – Design/Developer - Yelena Galante – Systems Analysis/Design - Becky Rogers – Developer - Evelyn Roth – Project Coordinator
Overview/ Description/ Summary	Development of a performance accountability system authorized by SB400, which directs the Employment Department to "establish a system for collecting, analyzing and sharing data for development of workforce system performance measures". PRISM will be designed to accommodate 14 Systemwide Performance Indicators. Release 1.0 indicators are limited to: - Employment/Placement - Employment Retention - Wage Gain - Welfare Caseload Reduction - Welfare Caseload Recidivism Participating members are responsible for providing in a timely and complete manner, data that will be submitted and for ensuring that legal authorization of data has been secured.
Purpose	To collect, analyze and share statistical and demographic data for the development and reporting of Oregon's comprehensive workforce system-wide performance indicators[2].

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[1] Per statute and SB400

[2] aka governor's workforce measures; OWIB measures

Oregon EMPLOYMENT DEPARTMENT

Project Duration	Release 1.0 – July 2000 – December 2001
	Pre-Project Planning July 2000-February 2001 Project Initiation March 2001-July 2001 Project Development April 2001-November 2001 Release 2.0 Planning October 2001-December 2001 *See project schedule (page 5) in detailed charter for key milestones & project activities*

Key benefits	1. Provides mechanism to evaluate impact and results of the services provided by workforce development partners for workforce system customers:
	   • Initial generation of reports on the Placement, Retention, Wage Gain, Welfare Caseload Reduction, and Welfare Caseload Recidivism performance indicators
	   • Provides for addition of performance indicators in subsequent implementation phases
	2. *Subsequent* phases may enable partners to develop unique reports at regional and state levels based on appropriate access and needs.
	3. Provide objective performance reports to workforce customers (elected officials & other stakeholders) which leads to:
	   • Increased accountability
	   • Greater focus on customer accomplishments
	   • Increased customer/stakeholder options
	   • More information to make choices for continuous improvement efforts

Scope Release 1.0	The overall vision for PRISM system is an environment to capture 14 performance indicators for partner agencies and other interested parties. Partners are interested in accessing aggregate and/or individual (unit level) data. This project is a multi-release initiative. The first release develops a foundation for expanded performance indicators. Future development efforts will be necessary to deliver online reporting and the vision for the final system. **Release 1.0 <u>will</u> deliver the following:** 1. Replication of the existing SIS architecture including its current process for system confidentiality and encryption, modified to accommodate future data collection and reporting for planned 14 performance indicators. 2. Capture 5 of 14 identified Systemwide Performance Indicators. 3. Develop aggregate reports by the 15 workforce regions and state agencies. 4. System confidentiality/encryption as required by SB 400 Administrative Rule. **Release 1.0 <u>will not</u> deliver the following:** 1. The remaining nine performance indicators with unfinalized implementation details. 2. Individual (unit) level reports. 3. Reports for non-duplicated counts. **Maintenance (includes interim releases)** Remaining nine (9) Systemwide Performance Indicators proposed by the Performance Accountability Policy Workgroup (PAPOL) and agreed to by the Oregon Workforce Investment Board (OWIB) will be added to the *production* PRISM system as part of on-going maintenance. Estimates for maintenance cost and schedule to be determined. **Release 2.0 Vision** Scope, costs and schedule for future releases requires Workforce Policy Cabinet level discussions and decisions. *See project scope (page 6-7) in detailed charter for possible inclusions.*

Deliverables for Release 1.0	1. Project Executive Summary (this document) 2. Project Detailed Charter 3. Project Schedule 4. System Planning and Analysis Document 5. Design Document	6. Test Plan 7. Implementation Plan 8. Installed release 1.0 product 9. Post implementation evaluation report	
Estimated Costs for Release 1.0[3]	Costs covered by DOL One-Stop Grant Staff Cost Training/Consulting Services Hardware/Software Upgrades **TOTAL**	**July 2000-June 2001** $220,000 $ 17,000 $ 17,000 **$254,000**	**July 2001- Dec 2001** $ 268,000 $ 6,000 $ 43,000 **$317,000**
Measures of Success	• Project delivered within the estimated cost + *approved change requests* • Project delivered within the estimated date + *approved change requests* • Project delivered to defined scope *+/- approved change requests*		
Stop & Consider Criteria	• Interpretations of SB400 could lead to changes in deliverables or system design • Changes to Agency's PRISM project priority ranking shifting resources away from this project • Additions and/or changes to performance indicators for release 1.0		
Key Assumptions	1. There is support and involvement of state level Workforce Partners, from the Workforce Policy Cabinet level to program and technical staff. 2. Federal funding and experienced technology staff will be available to support the project's delivery schedule. 3. Development efforts will be lead by the Oregon Employment Department. 4. All estimates are understood to be preliminary and will be refined at completion of Analysis and Design. 5. The project has a defined scope and deliverables; a formal change management process is required to modify scope/deliverables and requires approval of the project sponsor and steering committee. 6. Components of SIS including table and file layouts, reporting schema (layout and design) and the Data Utility Interface will be used in developing PRISM and may be the basis for the PRISM release 1.0 system. 7. Differences between SIS and PRISM are clearly understood. 8. This product is not considered a candidate for DAS hosting because it will not be a public site. 9. Delegates sent to represent an agency's steering committee member have the same authority and responsibilities as the regular committee members.		
Roles & Responsibilities	See roles & responsibilities diagram and governance information (page 10) in detailed charter.		
Steering Committee Signatures	_____ _____ Curt Amo (OED/CIO) Date _____ _____ Michael Buckley (DHS) Date _____ _____ Virlena Crosley (OED) Date _____ _____ Michael Dougherty (SIS) Date	_____ _____ Cam Preus-Braly (CCWD) Date _____ _____ David Rike (ODE) Date _____ _____ Jean Thorne and/or Date Annette Talbot (OEWP)	

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[3] Includes development costs for Release 1.0 only, no estimates currently available for expected maintenance or further releases.