



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 31, 2023

TO: Honorable Christine Rolfes
Honorable Lynda Wilson
Senate Ways & Means Committee

Honorable Timm Ormsby
Honorable Chris Corry
House Appropriations Committee

Honorable Marko Lias
Honorable Curtis King
Senate Transportation Committee

Honorable Jake Fey
Honorable Andrew Barkis
House Transportation Committee

FROM: David Schumacher
Director

SUBJECT: ONE WASHINGTON EXECUTIVE STEERING COMMITTEE APPROVAL OF PHASE 1A SCHEDULE

As directed by Section 1116(3), Chapter 475, Laws of 2023, I am pleased to provide confirmation that the One Washington Executive Steering Committee has approved the updated project schedule for Phase 1A of the Workday implementation for Washington state.

In the past year, we have engaged with the Executive Steering Committee to reassess One Washington's Phase 1A goals, scope, deployment approach and project schedule. The thorough assessments, questions and decisions from the Steering Committee were critical in providing a foundation for the Phase 1A project schedule that was presented to the committee for formal approval on May 10, 2023.

While the Steering Committee has approved the Phase 1A project schedule based on the information provided and available at the time, it is the responsibility of OFM and the program to drive decisions and manage to that schedule. Like any project schedule, ours will evolve as new information becomes available throughout the project lifecycle. The program's schedule management plan utilizes industry best practices to continually assess risk and elevate potential risks to the Steering Committee.

As an overview, here are the key milestones of the finalization of the Phase 1A project schedule:

- We began engagement with the Steering Committee to solicit feedback around the schedule framework, approach and assumptions that would be leveraged on August 10 and 30, 2022.
- We held two walk-through sessions of the draft Phase 1A schedule:
 - November 2, 2022: Walk-through of the draft Phase 1A schedule with One Washington project members from various work areas

- November 7, 2022: Walk-through of the revised draft Phase 1A schedule with the Office of the Chief Information Officer and Bluecrane quality assurance partners
- In addition to the above dedicated sessions, we provided monthly progress reports to the Steering Committee at our recurring meetings and will continue to do so.
- Bluecrane conducted a schedule assessment and provided its findings on November 11, 2022.
- The Office of the Chief Information Officer conducted a schedule review and shared it with the program on December 2, 2022.
- The program received 141 separate feedback items on the Phase 1A schedule. All 85 high priority items were addressed and over 96% of all recommendations were addressed prior to setting an operational baseline.
- Bluecrane elevated the schedule from red to yellow in its January 2023 quality assurance report.
- The schedule management plan was finalized on February 13, 2023.
- The schedule went into change control on February 14, 2023.
- The program adopted an operational baseline of the schedule on March 1, 2023.
- The Executive Steering Committee provided formal approval on May 10, 2023.

The following documents are attached to provide the approved Phase 1A schedule:

- *One WA Phase 1A Work Plan Summary View* (summary view of Phase 1A schedule)
- *One WA Phase 1A Work Plan High Level Overview* (high-level overview of the key project activities that interest state agency partners)
- *Guide to One WA Phase 1A Schedule* (key to reading the summary and full project schedules)

In order to provide the most up-to-date information as possible to a wide variety of stakeholders, we will update the [Phase 1A Schedule](#) information on www.one.wa.gov monthly to include high-level views and full schedule files.

For more information, please contact:

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 Bill Kehoe, Director and State Chief Information Officer, Consolidated Technology Services
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