January Core LWIA SME System Team Schedule

# Introduction

IWDS has successfully maintained all WIOA Title I and Trade data required by DOL for the past 17 years and has been the sole system of truth and reporting. The goal of this project is to replace the current IWDS system by fully replicating the current functionality of the

Application utilizing a more modern development platform. The new system will

result in an intuitive and modern application as the Minimal Viable Product (MVP), meeting the state requirements for a case management and monitoring system; including but not limited to, Administrative Functions, Local Customer Information, Case Management, Grant Management

Information, Entity Management, Training Provider Information, TAA Voucher Information,

Performance Management, and Reporting.

The foundational MVP will establish an infrastructure from which the state can move forward quickly with the integration of other Workforce Initiative and Opportunity Act (WIOA) partner systems, such as:

* Local and state service integration;
* Department of Commerce and Economic Opportunity (DCEO) state workforce initiated and case managed programs;
* IL Longitudinal Database Systems; and
* Other employment and training components (open-source data)

Purpose

The Discovery phase is responsible for creating a high-level direction of the project, finalizing the project management plan, and formalizing the list of user stories. During this phase, the project team will gather information needed to understand the current functionality of IWDS, identify stakeholder needs, and develop the scope for the IWDS 2.0 Implementation.

The IWDS Transition 2.0 Project Discovery Scope includes:

* Identify and document the best possible customer workflow that can be built within the MVP scope.
* Find potential processes, rules, and data, that can be subject to future change. This will assist in building a more flexible product that can potentially be changed without coding.
* Identify and map features to the workflow.
* Identify epics (groups of feature sets) which translate into project delivery milestones.

Build user stories which define requirement detail, acceptance criteria, rules, and validation constraints.

* Create the Requirements Tracking Matrix which tracks all user stories from identification, definition, code, test, and completion.

Audience

Core LWIA SME System Team Members:

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| LWIA​ | EDR​ | Lead Name​ |
| 1​ | 4 Northeast​ | Ashannti Ross​ |
| 3​ | 5 Northern Stateline​ | Dan White​ |
| 6​ | 4 Northeast​ | Thaddeus Zychowski ​ |
| 7​ | 4 Northeast​ | Julia Montanez ​ |
| 11​ | 4 Northeast​ | Allyson Saxton​ |
| 13​ | 6 Northwest​ | Lori L. Warren​ |
| 14​ | 10 West Central​ | Crystle Adams​ |
| 17​ | 2 East Central​ | Toriana Rhone​ |
| 18​ | 2 East Central​ | Brian Hensgen​ |
| 21​ | 1 Central​ | Chris Casey​ |
| 24​ | 9 Southwestern​ | Monik Patterson​ |
| 25​ | 8 Southern​ | Stephanie Robinson​ |

Schedule

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| Week 1 | | |
| Time | Tue 1/2/24 | Thu 1/4/24 |
| 9:00 am – 9:15 am | No Meeting | Review |
| 9:15 am – 10:30 am | Entity & Relationship Management Continued (TBD)  Federal Reporting |
| 10:30 am – 10:45 am | Break |
| 10:45 am – 11:45 am | Federal Reporting |
| 11:45 am – 12:00 pm | Q&A and Review |

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| Week 2 | | |
| Time | Tue 1/9/24 | Thu 1/11/24 |
| 9:00 am – 9:15 am | Review | Review |
| 9:15 am – 10:30 am | Enrollment Steps – What do you do after certifying and before adding the first enrolling service? | Assessment & Crosswalk Review |
| 10:30 am – 10:45 am | Break | Break |
| 10:45 am – 11:45 am | IEP/ISS Creation & Crosswalk Review | Services |
| 11:45 am – 12:00 pm | Q&A and Review | Q&A and Review |

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| Week 3 | | |
| Time | Tue 1/16/24 | Thu 1/18/24 |
| 9:00 am – 9:15 am | Review | Review |
| 9:15 am – 10:30 am | Services | Case Notes |
| 10:30 am – 10:45 am | Break | Break |
| 10:45 am – 11:45 am | Additional Services Features (ITA Characteristics, Distance Learning) | Career Planning Continued |
| 11:45 am – 12:00 pm | Q&A and Review | Q&A and Review |

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| Week 4 | | |
| Time | Tue 1/23/24 | Thu 1/25/24 |
| 9:00 am – 9:15 am | Review | Review |
| 9:15 am – 10:30 am | TBD | TBD |
| 10:30 am – 10:45 am | Break | Break |
| 10:45 am – 11:45 am | TBD | TBD |
| 11:45 am – 12:00 pm | Q&A and Review | Q&A and Review |

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| Week 5 | | |
| Time | Tue 1/30/24 | Thu 2/1/24 |
| 9:00 am – 9:15 am | Review | Review |
| 9:15 am – 10:30 am | TBD | TBD |
| 10:30 am – 10:45 am | Break | Break |
| 10:45 am – 11:45 am | TBD | TBD |
| 11:45 am – 12:00 pm | Q&A and Review | Q&A and Review |