Monitoring System Kickoff Meeting

ACME TRANSITION TO MONITORING SYSTEM
AGENDA

- Background
- Project Scope
- Project Phases & Schedule
- Roles & Responsibilities
- Q&A

ACME TRANSITION TO MONITORING SYSTEM
BACKGROUND

DOL Requirements

20 CFR § 683.410

DCEO is required by the US Department of Labor to complete the annual monitoring of the local workforce areas and other grantees as a condition of receiving the federal funds as outlined in 20 CFR § 683.410. ACME has provided an electronic monitoring system directly connected to IWDS to perform the required monitoring activities.

Why Now?

DOIT DEADLINE

ACME is built in an outdated version of SharePoint and is experiencing major issues with the server that supports the system. ACME is at increased risk for critical failures and security risks. DoIT will be shutting down ACME on February 1, 2024.

The MVP

CORE FUNCTIONALITY

A Monitoring System to support formula monitoring of Adult, Dislocated Worker, and Youth programs will be set up in Illinois workNet. The last 5 years of events will be migrated over. New events can be created, the instrument tool will be replicated, participants can be selected from IWDS data to associate with Element E, files can be uploaded, a findings report will be produced, and the system will generate the announcement and results letter.

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PROJECT SCOPE

MVP: PROJECT SCOPE

The new monitoring system will deliver the core functionality needed to complete formula monitoring in the quickest amount of time possible, while building the system to easily be expanded upon for additional functionality and features.

Role Based System: Only authorized users will be able to access the monitoring system by logging into IwN.

Create Monitoring Event: New monitoring events can be created by assigning an organization, event information, components/elements, and monitors.

Select Participants: Utilizing a dashboard users can search IWDS customers to assign to Element E for Adult, Dislocated Workers, and Youth programs.

Instrument: The fiscal and programmatic components will be included for monitors to be assigned to modules to complete.

Upload File: Files can be uploaded to an event and tagged as Document Drop Box, Event Letter, or Event Specific Document.

Findings Report: As the instrument is completed a findings report will populate any findings that are documented.

Automate Letters: The announcement and results letter will be automated using data associated with the event. 4

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PROJECT SCOPE

PHASE 2

- ☑ **Workplan:** Build out the monitoring event to include the Manager's Workplan.

- ☑ **Expanding Programs:** Build out the monitoring system to include monitoring of additional programs such as Trade, Rapid Response, other long-term programs.

- ☑ **Component 3: Other Specific Monitoring Questions:** Expand the instrument tool to include Component 3. Additional research will be done on if additional features can be included to make this component more intuitive as part of Phase 2.

- ☑ **Findings Report Enhancements:** The findings report will be enhanced to give users the ability to modify the way that findings populate the Results Letter.

- ☑ **Data Validation:** Develop data validation features that align with the federal requirements provided by DOL.

Connect to IWDS Transition 2.0 System

- ☑ **Point to New System of Record:** IWDS is being transitioned to a new platform that will become the new system of reporting for all WIOA Title I and Trade data. The Monitoring system will be updated to point to the new system of record. This will require major backend; however, few front in/user interface changes will be required.

- ☑ **Auto-Populate Data Associated with Selected Participants:** When selecting participants to include in a monitoring event the system will be able to auto-populate several necessary data fields such as customer name, registration date, etc. to streamline the monitoring process.

- ☑ **Expanded Reports:** As part of the IWDS transition monitoring staff will have access to reports that used to be housed in IWDS in addition to new expanded reports that include interactive data tables and graphs with the ability to customize the data pulled.

ACME TRANSITION TO MONITORING SYSTEM
PROJECT PHASES

INITIATION & DISCOVERY

Define the scope of the project and timeline. Build and approve the project plan and schedule. Research and define the technical requirements and the business requirements. Receive approval on the user stories that will go into the development sprints.

DEVELOPMENT SPRINTS

Start development work to set up the system's infrastructure of the system and begin development on approved user stories. Short development cycles allow teams to develop, deploy, and iterate on their product with frequent feedback from stakeholders.

USER ACCEPTANCE TESTING (UAT)

In User Acceptance Testing, business stakeholders determine whether an application or feature fulfills its purpose. Because development is happening in cycles, testing happens more frequently to ensure that work is being completed towards the product's vision.
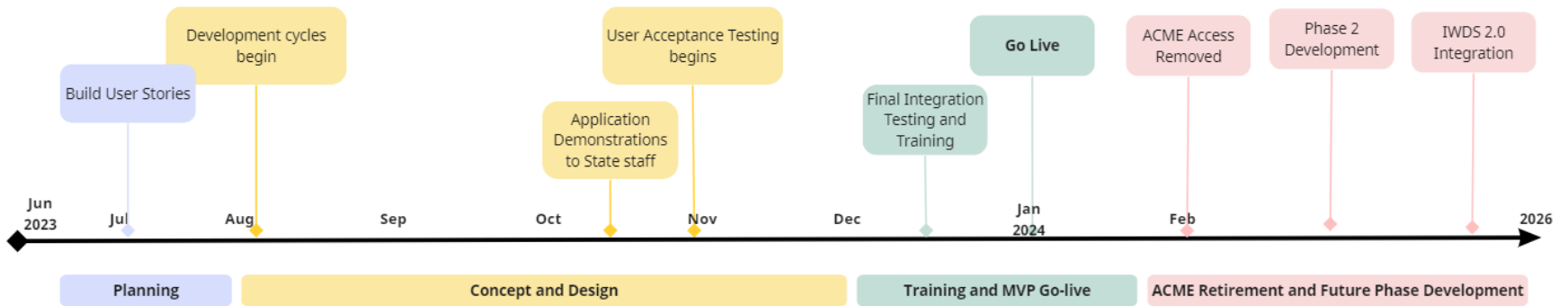
TRAINING

Hands-on sessions will be conducted to train the monitoring staff on the new Monitoring system prior to go-live. End users will be provided instruction resources in a variety of formats including documents, videos, and quick start guides.

DATA MIGRATION & GO LIVE

Data entry will be paused on ACME and historical data moved to the new Monitoring application. Once migrated, users will only need to use the new Monitoring application.

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PROJECT SCHEDULE

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ACME TRANSITION TO MONITORING SYSTEM
ROLES & RESPONSIBILITIES

PRODUCT OWNER

Responsible for prioritizing the development team's tasks and making sure the project delivers the most valuable features and desired outcomes.

SUBJECT MATTER EXPERTS

Provides the knowledge and expertise in a specific subject and ensures the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.

USER ACCEPTANCE TESTERS

Validates that items in development are usable by the end user. Checks that the application or feature serves the goal of a project and meets the business requirements.

QUESTION &
ANSWER

THANKS FOR VIEWING!

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