
MEMORANDUM

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To: Transportation and Economic Development Subcommittee
Joint Committee on Ways and Means

From: Joint Legislative Committee on Information Management and Technology (JLCIMT)

Date: April 30, 2019

Subject: OLCC Enterprise Modernization Program

The Joint Legislative Committee on Information Management and Technology (JLCIMT) recommends incremental, conditional approval of the Oregon Liquor Control Commission (OLCC) Enterprise Modernization Program request assuming that funding, spending authority, and personnel resources are made available to OLCC by the Joint Committee on Ways and Means. Specifically, the JLCIMT recommends that OLCC:

- Continue to work closely with and regularly report project status to the Office of the State Chief Information Officer (OSCIO) and the Legislative Fiscal Office (LFO) throughout the program's lifecycle.
- Continue to follow the Joint State CIO/LFO Stage Gate Review Process.
- Obtain contracted project management services and ensure that projects within the enterprise modernization program continue to be led by experienced, qualified project manager(s).
- Update the project's Business Case and foundational project management documents prior to the submission of Stage Gate 2 documents.
- Work with the OSCIO to obtain independent, third-party quality management services. Ensure that the contractor:
 - Conducts an initial risk assessment and performs quality control reviews on the Business case and foundational project management documents as appropriate prior the agency's request for Stage Gate 3 endorsement.
 - Performs ongoing, independent quality management services as directed by the OSCIO.
- Submit the updated business case, project management documents, risk assessment and quality control reviews to the OSCIO and LFO for Stage Gate 3 Review and endorsement, as appropriate.
- Prior to contract execution, report back to the JLCIMT on modernization program status, and request Joint Committee on Ways and Means authorization to proceed with implementation of the initiative during the February 2020 annual legislative session.
- Utilize the Office of the State CIO's Enterprise Project and Portfolio Management system for all project review, approval, and project status and QA reporting activities throughout the life of the OLCC Enterprise Modernization Program.