Project Management Tool

State

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Planning Team Members

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Project Management Tool

Project Start Date: 1/1/2017

Project End Date: 1/1/2017

Phase	Key To-Dos	People/Person Responsible	Anticipated Challenges	Est Start Date	Duration (Days)	Effort (Hours)	Est End Date
Discovery				1/1/2017			1/1/2017
Requirements Definition							1/0/1900
Evaluate/Develop Solutions							1/0/1900
Quality Assurance							1/0/1900
Pre-Launch							1/0/1900
Post-Rollout Support							ongoing

Project Gantt Chart

	Discovery
	Requirements Definition
	Evaluate/Develop Solutions
	Quality Assurance
	Pre-Launch
	Post-Rollout Support
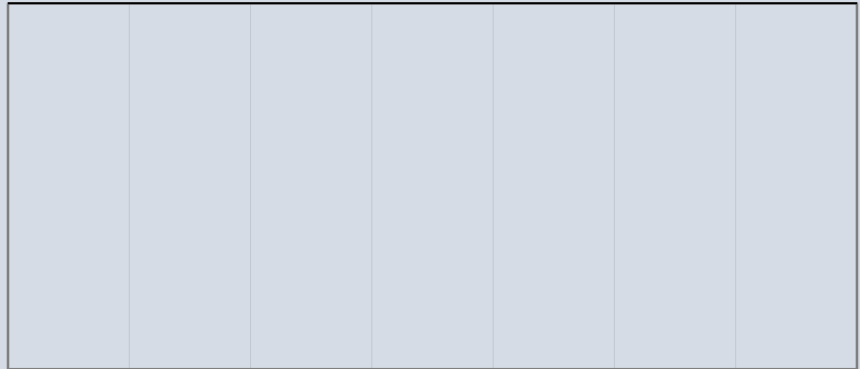
12/25/2016 12/27/2016 12/29/2016 12/31/2016 1/2/2017 1/4/2017 1/6/2017 1/8/2017

Proposed Solution Evaluation Rubric

Provider		Score	0.00%

Requirements	Points Awarded
Points: 1=Not Adequate, 2=Mostly Adequate, 3=Completely Adequate	
Completeness	0
Does system offer all required functions and features?	
Does system generate all required NRS/WIOA tables?	
Does it offer additional *nice-to-have* features?	
Reliability	0
Does system operate consistently and reliably, even under load?	
Does system provide sufficiently fast response time, even under load?	
Does system appropriately enforce agency's business rules?	
Does system provide sufficient data validation checks and alerts?	
Compatibility	0
Will system function within agency's prescribed operating environment? Operating systems? Databases?	
Does system meet agency's security/privacy requirements?	
Is system capable of receiving and sharing interagency data, as needed for data matching and other needs?	
Vendor Considerations	0
Is agency ownership of data assured? Can data be easily exported for use in another system?	
Is continuity of service ensured, should vendor cease operations?	
Does vendor take appropriate steps to secure state and participant data?	
Can changes in the system be made to address changes in state policies/procedures, if necessary?	
Does vendor appear to be responsive and helpful?	
Cost	0
Do system costs—including development, updates, and training costs—meet state requirements?	