BOARD MEETING DATE: October 5, 2018   AGENDA NO. 23

REPORT: Status Report on Major Ongoing and Upcoming Projects for
                 Information Management

SYNOPSIS: Information Management is responsible for data systems
                 management services in support of all SCAQMD operations. This
                 action is to provide the monthly status report on major automation
                 contracts and planned projects.

COMMITTEE: Administrative, September 14, 2018, Reviewed

RECOMMENDED ACTION:
Receive and file.

                                         Wayne Nastri
                                         Executive Officer

RMM:MAH:OSM:agg

Background
Information Management (IM) provides a wide range of information systems and
services in support of all SCAQMD operations. IM's primary goal is to provide
automated tools and systems to implement Board-approved rules and regulations, and to
improve internal efficiencies. The annual Budget specifies projects planned during the
fiscal year to develop, acquire, enhance, or maintain mission-critical information
systems.

Summary of Report
The attached report identifies each of the major projects/contracts or purchases that are
ongoing or expected to be initiated within the next six months. Information provided
for each project includes a brief project description and the schedule associated with
known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment
Information Management Status Report on Major Ongoing and Upcoming Projects
During the Next Six Months

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones

Implementation of Enterprise Geographic Information System (EGIS)	Continue to support accomplishment of the agency's mission through the effective and cost-efficient implementation of EGIS and related technologies		• Purchased ESRI extensions for OnBase	• Complete the six prioritized EGIS projects:
				  o GIS Data Development
				  o Portal / Mobile Development
				  o OnBase Expansion and GIS Integration
				  o CLASS GIS Integration
				  o One-click Site Report
				  o System Documentation

Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	$750,000		• Release RFP October 5, 2018 • Request Board Approval January 4, 2019 • Execute contract(s) January 31, 2019
CLASS Database Software Licensing and Support	Purchase Actian Ingres database software licensing, support and maintenance for the CLASS system for a one-year period (November 30, 2018 through November 29, 2019)	$225,341	• September 2018 Board action approved funding	• Execute contract November 30, 2018

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Office 365 Implementation	Acquire and implement Office 365 for SCAQMD staff	$350,000	• Pre-assessment evaluation and planning completed	• Request Board approval and funding November 2, 2018 • Acquire Office 365 licenses • Develop implementation and migration plan • Implement Office 365 email (Exchange) and migrate all users • Implement Office 365 file storage (OneDrive for Business) and migrate users • Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of all permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations and Automotive Spray Booths	$694,705	• Phase 1 Automated 400A form filing, application processing, and online permit generation for Dry Cleaner module deployed to production • Facility ID Creation Module deployed to production • Phase 1.1 Automated 400A form filing, application processing, and online permit generation for Automotive Spray Booth and Gas Station Modules deployed to production	• Upgraded GIS Map integration work • Phase 1.1 project outreach support

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate permit application process for Registration Equipment, IC Engines, and Vapor Recovery systems; and implement electronic permit folder and workflow for internal SCAQMD users	$525,000	• December 2017 board action approved initial Phase 2 funding • May 2018 Phase 2 project startup and detail planning completed • Business process model approved	• Board action to seek remaining Phase 2 funding October 5, 2018 • Wireframe and user story development • Code development for IC Engines form filing and Negative Air Machine permit processing
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	$75,000	• Initiated Implementation Planning and Resource Requirements for key recommendations • Conducted recruitment process to fill Systems & Programming Supervisor position • Scheduled and completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries • Established Information Technology Steering Committee (ITSC), members and charter	• Office 365 Deployment planning • Configuration and deployment of Project Management software for IM team

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	$100,000	• December 2017 board action approved funding • April 2018 project startup and detail planning completed • June 2018 wireframe and user story approved • User acceptance testing for data capture module • User story and wireframe approved for application search module	• Code development for Release 1 • Code development for application search module
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, SCAQMD's agency-wide ECM system	$86,600	• Released RFP December 4, 2015 • Awarded contract April 1, 2016 • Continued parallel testing • Conducted survey of stakeholder satisfaction • As a result of the survey responses, the decision was made to develop a custom user interface for the application	• Revise project scope to include custom user interface • Develop plan and schedule for revised scope
Replace Your Ride (RYR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	$211,820	• Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production • Final Phase 2 user requested enhancements: VIN #, Case Manager, Auto e-mail, document library updates deployed to production	• Phase 3 collaboration with air districts for possible statewide RYR implementation • Phase 3 Data Migration development work
SCAQMD Mobile Application for Apple and Android phones	New mobile application to provide air quality and SCAQMD notification and event information	$126,010	• July board action approved funding • Wireframe approved • Detail design and unit test case development completed	• Acceptance testing

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
FIND System Replacement	Update and replace Facility Information Detail (FIND) application	$148,150	• Task order issued, evaluated and awarded • Detail project planning in progress • Wireframe approved	• Detail design • Unit test case development
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing JWorks System	$500,000	• Task order issued, evaluated and awarded • Project startup and detail planning completed • Finalized project charter	• Business Process Module development • Wireframe development
Document Conversion Services	Document Conversion Services to convert paper documents stored at SCAQMD facilities to electronic storage in OnBase	$83,000		• Release RFQ October 5, 2018 • Approve qualified vendors January 4, 2019

Shaded Projects –   Projects completed and will be removed from this list on subsequent reports

Completed Projects	
Project	Date Completed
CLASS Database Software Licensing and Support	November 30, 2017
Website & Evaluation Improvements	January 6, 2018
Information Technology Review	January 31, 2018
Prequalify Vendor List for PCs, Network Hardware, etc.	February 3, 2018
Renewal of HP Server Maintenance & Support	April 6, 2018
Implementation of Enterprise Geographic Information System (EGIS)	May 30, 2018
Fiber Cable Network Infrastructure Upgrade	May 30, 2018
Air Quality Index Rewrite and Migration	June 29, 2018