BOARD MEETING DATE: January 10, 2020   AGENDA NO. 14

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 South Coast AQMD
                operations. This action is to provide the monthly status report on
                major automation contracts and planned projects.

COMMITTEE: Administrative, December 13, 2019, Reviewed

RECOMMENDED ACTION:
Receive and file.

                                    Wayne Nastri
                                    Executive Officer

RMM:MAH:XC:agg

Background
Information Management (IM) provides a wide range of information systems and
services in support of all South Coast AQMD 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 and Board-
approved amendments to the Budget specify 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

ATTACHMENT
January 10, 2020 Board Meeting
Information Management Status Report on Major Ongoing and
Upcoming Projects During the Next Six Months

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Office 365 Implementation	Acquire and implement Office 365 for South Coast AQMD staff	$350,000	- Pre-assessment evaluation and planning completed - Board approved funding on October 5, 2018 - Developed implementation and migration plan - Acquired Office 365 licenses - Implemented Office 365 email (Exchange) and migrated all users - Trained staff in Office 365 Pro Plus desktop software	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	- Automated 400A form filing, application processing, and online permit generation for Dry Cleaner, Automotive Spray Booth and Gas Station Modules deployed to production - Enhanced processing of school locations with associated parcels - Deployed upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work	Continue Phase 1.1 project outreach support

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing process of Permit Applications, Rule 222 equipment, and registration process for IC engines; implement electronic permit folder and workflow for internal South Coast AQMD users	$525,000	- Board approved initial Phase 2 funding December 2017 - Phase 2 project startup and detail planning completed May 2018 - Business process model approved - Board approved remaining Phase 2 funding October 5, 2018 - Application submittals and form filing for 23 types of equipment under Rule 222 - Deployment of all 23 Rule 222 equipment forms to stage for user testing completed - User demo and acceptance testing of all equipment forms completed - Forms modified based on user comments - Permitting Automation Workflow/Engineer shadowing/interviewing completed - Workflow analysis report completed - Report outlining recommendations for automation of Permitting Workflow completed	- Development of application submittals and form filing of two (2) of the remaining twenty-six (26) 400-E forms - Deployment of R222 module to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	$75,000 (funding included in $350,000 Office 365 implementation project)	• Initiated Implementation Planning and Resource Requirements for key recommendations • Completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries • Established internal Information Technology Steering Committee, members and charter • Configured and deployed Project Management software for IM team	• Office 365 deployment
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	• Board approved funding December 2017 • Project startup and detail planning completed • Development of Release 1 and application search module completed • User Acceptance Testing for data capture and user reports modules completed • Internal deployment of application for engineers to populate application related data completed • Enhancements requested by user completed	• Continue user data input for all open applications • Deployment of external application (and linked to FIND) for regulated community to view application related data
Document Conversion Services	Document Conversion Services to convert paper documents stored at South Coast AQMD facilities to electronic storage in OnBase	$83,000	• Released RFQ October 5, 2018 • Approved qualified vendors January 4, 2019 • Executed purchase orders for scanning services • Converted over 1,207,500 rule administrative record documents	• Convert over 2,000,000 contract documents

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Replace Your Ride (RYR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	$301,820	- Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production - Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production - Phase 3 moved to production - Implemented Electric Vehicle Service Equipment and other requested modifications	Implementation of RYR and PeopleSoft Financial integration module
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application with addition of advance notification, alternative fuel station search, media integration, infrastructure for hourly migration, and performance improvements	$100,000	- Project charter released - Task order issued, evaluated and awarded - Code development of Phase 1, alternative fuel, media integration, and performance improvements completed - User Acceptance Testing of Phase 1 completed	- Beta Release - Deployment of Phase 1 - System development in progress for Phase 2

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing system	$500,000	• Task order issued, evaluated and awarded • Project charter finalized • Business Process Model completed • Sprint 1, 2 and 3 functional and system design completed • Testing of Sprints 1–3: NOVs, MSPAP, settlements, civil and small claims completed • Sprint 4 functional and design requirements: criminal, bankruptcy, non-NOV cases and check registers completed	• Test Sprint 4 modules and retest updates to Sprints 1, 2, and 3 modules • Sprint 5 development: investigative and legal assignments, OnBase and finance integration • Sprint 6 development: reports and data migration
Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	$100,000	• Project charter released • Task order issued, evaluated and awarded • Requirement gathering and design for Sprint 1, 2, and 3 completed • Sprint 4, Public Portal implementation, completed • Major incident notification deployed • Refinery user training completed • Application demo completed	• Deployment to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
VW Environmental Mitigation Action Plan Project	Develop a web application for Zero-Emission Class 8 Freight and Port Drayage Truck Project & Combustion Freight and Marine Project, and incentive programs, and maintain a database that will be queried for reporting to CARB	$355,000	• Project charter document released • Task order issued, evaluated and awarded • Requirement gathering and design for Phase 1 application acceptance completed • System development for Phase 1 completed • Phase 1 User Acceptance Testing completed • Phase 1 Beta testing completed	• Form creation for Class 8 • System deployment to production
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	$385,500	• Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • System architecture, data storage, and design data ingestion completed • Data transformations, calculations, and averaging completed • Dashboards, microsites, data migration completed • Release 2 User Acceptance Testing completed	• Deployment to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
PeopleSoft Electronic Requisition	South Coast AQMD is implementing electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	$75,800	• Project charter released • Task order issued, evaluated and awarded • Requirement gathering and system design completed • System setup and code development and user testing for Information Management completed • System setup and code development and user acceptance testing completed for AHR (Administrative and Human Resources)	• Deployment to IM and AHR divisions • Integrated User Testing for other divisions
Data Cable Infrastructure Installation	Vendor to install a full, turnkey data cable infrastructure system with the latest technical specifications that can provide connectivity and a broader network bandwidth	$273,125	• Released RFP July 12, 2019 • Board approved funding on October 4, 2019 • Executed contract	• Complete implementation February 28, 2020
Prequalify Vendor List for PCs, Network Hardware, etc.	Establish list of prequalified vendors to provide customer, network, and printer hardware and software, and to purchase desktop computer hardware upgrades	$300,000	• Released RFQQ November 1, 2019	• Approve Vendors List February 7, 2020

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Annual Emission Reporting (AER) enhancement	AER program was developed to track emissions of air contaminants from permitted facilities. Substantial enhancements are required to meet the requirements for Rule 301 and AB617	$275,800	• Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • System architecture, system design completed • Development of Phase 1 completed	• System Integration Testing and User Acceptance Testing • Deployment of Phase 1 before January 1, 2020 reporting period
Rule 1403 Enhancements	The Rule 1403 web application automates the Rule 1403 notification process. Enhancements to the system are now required to streamline the process and to meet the new rule requirements	$68,575	• Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • Development of Phase 1 completed • Development of Phase 2 completed	• System Integration Testing and User Acceptance Testing • System deployment to production

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
CLASS Database Software Licensing and Support	November 30, 2019
Office 365 Suite Implementation of File Storage (OneDrive for Business)	November 22, 2019
Ingres Database Migration to Version 11	August 23, 2019
Renewal of OnBase Software Support	July 15, 2019
Telecommunications Service	July 15, 2019
AB 617 – Community Monitoring Data Display Web Application	July 9, 2019
Online filing of Rule 1415 – Reduction of Refrigerant Emissions System	June 5, 2019
South Coast AQMD Mobile Application for Android devices	May 30, 2019
Renewal of HP Server Maintenance & Support	April 30, 2019
Implementation of Enterprise Geographic Information System (EGIS) Phase II	March 11, 2019
FIND (Facility INformation Detail) upgrade	February 21, 2019