

**Legislative Finance Committee: IT Project Portfolio  
Supplemental Report**

LFC Meeting Date: September 25, 2014

**A. General Project Information**

1. Agency: Agriculture
2. Project Title: Agricultural Licensing System
3. Date Prepared: 9/5/14
4. Prepared By: Andy Gray

**B. Project Status**

1. Overall Health: Red
2. Brief description of current project status
  - *The project Scope was more complex than the vendor originally estimated, even though the general requirements were clearly stated in the contract and were discussed at length and in detail. When the vendor realized they could not meet the anticipated completion date, a project reset was mutually implemented so the vendor could document all requirements instead of doing so in Phases. The estimated timeframe for project completion is more than 1 year behind schedule. Some changes/additions have been discussed and documented.*
  - *The requirement gathering phase was completed on May 16, 2014. Since that time, there has been no work completed on the deliverables. The vendor has completed an analysis of the project and is now proposing that considerable additional funding would be required to complete the project. On September 3, 2014, a meeting was held between the Department of Agriculture and NIC/MI Project Management Teams and State CIO Ron Baldwin to discuss options for the delivery of this project.*
3. Major milestones completed so far: *Approximately 40% of the project has been developed in the test environment and some training and testing has occurred. The completion of all requirements gathering was completed on May 16, 2014.*
4. Next milestone(s): Development of all project components.

**C. Scope Changes**

Title and Brief Description	Date Approved	Schedule Impact (weeks)	Budget Impact (\$ amount)
Pesticide Product Registration	TBD	Unknown	unknown

**D. Issues and Risks**

Title and Brief Description	Date Identified	Planned Resolution	Responsible for Resolution
Schedule – missed the 2013 implementation date	Aug 2013	Project reset	Mutually agreed to

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			postpone implementation
Contractual – The project is now in legal considerations	Sept 2014	Pursue other options	NIC/MI, AGR and the Montana CIO

**E. Additional Comments**

The project is a complete update of the Division’s day-to-day business processes. The main components include the licensing, product and site registration, assessments, mobile inspection, enforcement and e-commerce of several programs.

The change to the Original Estimated Costs includes the estimated cost for internal staff during the timeframe of the original completion date plus hardware and setup costs. The Revised End Date and the Current Estimated Cost was purposely left blank because it is unknown at this time what options are available, the time frame that would be involved or the cost. The Total Amount Expended includes only the amount expended to the vendor for the deliverable product; it does not include monies spent for associated travel and one annual hosting fee. Total contract expenditure (not including internal personnel costs) to date is \$283,295.