

**Supplemental Report**  
Legislative Finance Committee  
Revised December 19, 2017

Instructions: A Supplemental Report is due anytime:

- the overall health yellow or red;
- the project is rebaselined; and/or
  - rebaselining must be approved by the State CIO
- the current phase is On-Hold or Cancelled.

Project Information	
Agency	Agriculture (MDA)
Project Title	Agricultural Licensing System
Current Date	June 11, 2018
Sponsor	Mark Nechodom
Project Manager	Andy Gray
Overall Health	Yellow
Brief Description of Current Project Status	Three phases complete with multiple programs implemented. Currently completing Phase 4.0 re-gap development.
Major Milestones Completed	<p>The project has completed development and implementation of several phases, including functionality for:</p> <ul style="list-style-type: none"> <li>• Feed and Fertilizer program licensing, product registration, assessments, inspections, sampling with lab interface, enforcement and online application payments.</li> <li>• Seed program licensing, assessments, inspections, sampling, enforcement and online application payments.</li> <li>• Produce program licensing, assessments, inspections, enforcement and online application payments.</li> <li>• Commodity program licensing, financial status and bonding review, inspections, enforcement and online application payments.</li> <li>• Pesticide licensing, product registration, manuals and training purchasing, inspections, sampling with lab interface, enforcement and online application payments.</li> <li>• Apiary licensing, site registration with mapping, inspections, enforcement and online application payments.</li> <li>• General Invoicing</li> </ul>
Next Milestone(s)	<ul style="list-style-type: none"> <li>• Amend original SOW to include changes in scope for Phase 4.0.</li> <li>• Development and implementation of Phase 4.0</li> </ul>

List all issues, risks, scope changes, schedule changes, budget changes, etc.				
Issues and Risks	Date Identified	Planned Resolution and/or Mitigation	Schedule Impact (Weeks)	Budget Impact (Amount)
<u>Issues and Risks</u> Phase 4.0 – the Organic program re-gap and development will extend this project beyond the original go-live date	11/9/2017	See Comment #3 below.	Unknown until the SOW amendment is finalized.	Unknown at this time.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

#### Add additional comments

The department has re-baselined this project as a result of:

- 1) The department realized some gaps in the original SOW for 'Phase 4.0 – Organic Backoffice and Online' and thought it prudent to conduct a re-gap of Phase 4.0. Phase 4.0 development has not yet begun. Until the re-gap process is completed, the exact schedule and cost variants are unknown. As such, the schedule for implementation of Phase 4.0 will be delayed and the cost will be modified proportionate to the services received. Thus, the Scope and Risk indicators have been updated to Yellow. However, the department adjusted the schedule knowingly and still expects to have a fully functional Phase 4.0 within a workable time frame. The revised scope, schedule and pricing amendment for Phase 4.0 will be formally submitted to SITSD when the re-gap process is complete.
- 2) The total expended amount is less than the planned value and earned value due to the fact that less internal personnel resources were used in development of the project than was projected for the portion of project completed to date.
- 3) Plan of Action for Phase 4.0 –The department expects an amended SOW for the revised scope, price and schedule soon. The project is basically on hold until the department receives and accepts the amended SOW. Thus, the Total Expended, Planned Value and Earned Value have not changed since the last quarter.

The vendor recently implemented a revised Release Schedule and only allows for major releases in March and September. With this in mind, September 2018 would be the earliest that Phase 4.0 could be fully implemented. As such, the project will be re-baselined during the next quarter to outline the revised scope, price and schedule. Any additional expenses, if necessary, will be sourced from State Special Revenue program funds.