#	Area	Project	Status
1.	**Program Planning**	Business Process Reengineering and Transformational Change Management (BPR/TCM)	DEO approved a Task Order and Deliverable Expectation Document (DED) for Deliverable 10: Change Management and Communications Plan on 5/12/23.
2.	**Execution**	Independent Verification & Validation (IV&V)	Tech Valley Talent held the Monthly Meeting for Program Sponsors on 5/16/23. The contractor began work on Phase 2 of Deliverable 5 – the Initial Assessment Report.
3.	**Execution**	Business Process Reengineering and Transformational Change Management (BPR/TCM)	Ernst and Young (EY) continued on-site discovery sessions with Workforce Partner Agencies. DEO approved and accepted TCM Deliverable #3 – the Transformational Change Management Office Operations Manual. Stakeholder Analysis and Change Readiness activities were initiated. EY Conducted the inaugural Art of the Possible Workshop with DEO, DCF, and DOE on 5/31/23. Art of the Possible is an exercise that will provide a conceptual future state, a predecessor to the Requirements Traceability Matrix and the Target Operating Model.
4.	**Execution**	Business Support and Technical Advisory	North Highland finalized remediation of the core Program Management Plan, Component Plans, and Standard Operating Procedures.
5.	**Execution**	Program Level	Conducted Legal and Policy Workgroup meeting on 5/17/23. Conducted IT Shared Services Core Team Workgroup Meeting on 5/24/23. Conducted the Program Management Team meeting on 5/10/23. The May Executive Program Sponsor meeting took place on 5/24/23.

Are there any scope changes?

Program scope remains unchanged for this reporting period. A scope change (change request PCR 10022) was submitted on 5/17/23 to add portions of DCF's HopeFL initiative into Program scope as DCF's Office of Economic Self-Sufficiency continues to evolve with activities and engagement with Local Workforce Development Boards. Additionally, if approved, the change request would add DOE's Division of Early Learning and Workforce Educational Providers (includes Local School Districts, Florida College Institutional Programs and Adult Educational Programs)

Is the project currently within budget?

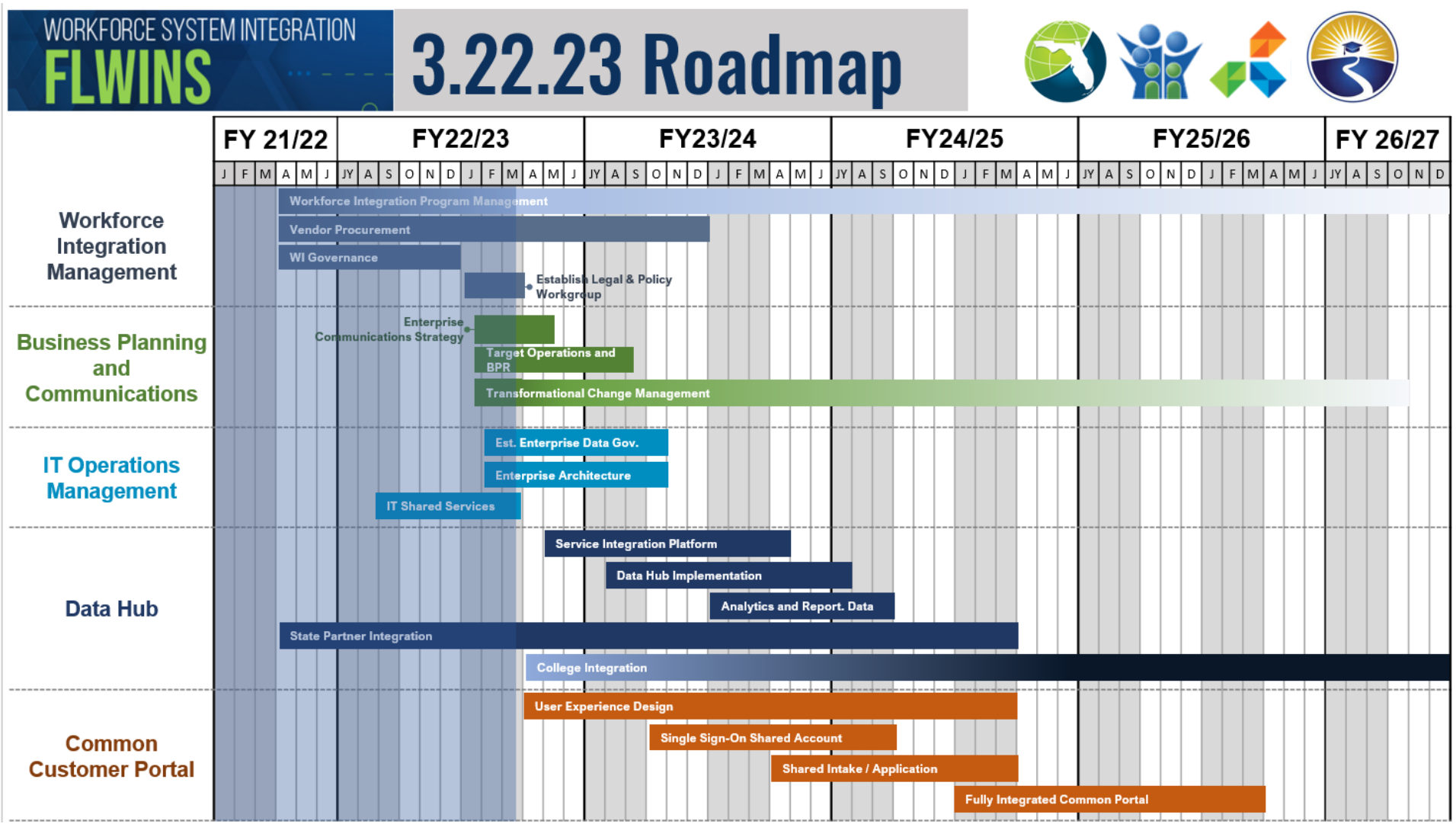
Yes. Please see the attached spend plan.

Do you expect the project to remain within budget?

Yes.

If the project is not on schedule, briefly explain why and what the agency is doing to bring the project back on schedule.

The project is on schedule per the roadmap, and FL WINS has developed a detailed Program Management Plan and schedule, which has been approved by the FL WINS Executive Program Sponsors, in adherence to the FL WINS Program Governance structure.


WORKFORCE SYSTEM INTEGRATION
FLWINS
3.22.23 Roadmap
FY 21/22
FY22/23
FY23/24
FY24/25
FY25/26
FY 26/27
J F M A M J JY A S O N D J F M A M J JY A S O N D J F M A M J JY A S O N D J F M A M J JY A S O N D J F M A M J JY A S O N D
Workforce Integration Management
Workforce Integration Program Management
Vendor Procurement
WI Governance
Establish Legal & Policy Workgroup
Business Planning and Communications
Enterprise Communications Strategy
Target Operations and BPR
Transformational Change Management
IT Operations Management
Est. Enterprise Data Gov.
Enterprise Architecture
IT Shared Services
Data Hub
Service Integration Platform
Data Hub Implementation
Analytics and Report. Data
State Partner Integration
College Integration
Common Customer Portal
User Experience Design
Single Sign-On Shared Account
Shared Intake / Application
Fully Integrated Common Portal

Project Milestones and Deliverables Accepted or In Progress this Reporting Period

- Finalized the IT Shared Services Workgroup Charter on 5/3/23
- DEO approved the Task Order and DED for TCM Deliverable 10: Change Management and Communications Plan on 5/12/31
- Approved and accepted TCM Deliverable #3 - the Transformational Change Management Office Operations Manual on 5/23/23
- Continued development and refinement of BPR Deliverable #4 – the Discovery Report
- Initiated Stakeholder Analysis and Change Readiness activities
- Conducted Art of the Possible (future state) sessions with the Workforce Partner Agencies on 5/31/23

Accepted or In Progress this Reporting Period

- See above

Procurement Status for the Reporting Period (May 1 – May 31)

- There are no procurements underway or planned until late summer 2023
- All remaining procurements are scheduled to be released no later than 12/31/23

FL WINS PROGRAM	DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)	FY 2022-2023 JUNE 2023

Program Sponsor:	Lindsay Volpe	**Program Director:**	Kent Whittington
Status Report Period:	June 1 - 30, 2023	**Current Program R&C Category:**	4
Program Start Date:	3/1/2022	**Program End Date:**	12/31/2026

1 – PROGRAM STATUS OVERVIEW

A. Overview of program progress during the reporting period:

Required for R&C Category 1 2 3 4

The FL WINS Program progressed in the following areas during this reporting period:

- Held Transformational Change Management Leadership Team meeting to discuss Style Guide timeline and potential upcoming additional stakeholder interviews.
- Incorporated Department of Education Division of Career and Adult Education and the Division of Early Learning in Discovery activities.
- Completed the Operational Work Plan updates for June.
- Began planning IT-focused Art of the Possible (future state) sessions to be hosted with the Workforce Partner Agencies in July.
- Approved Decision DCSN0001359 – Program Elaboration – Focus on the Common Customer Portal (CCP)
- Drafted CCP Charter.
- Implemented Workforce Integration Management (WIM) continuance activities for Program Management Office (PMO) tasks.

B. Overall Status			Required for R&C Category 1 2 3 4
	Yes	No	Explain:
Is the program on schedule? *If no, explain why and what corrective action(s) are planned to bring the project back on schedule*	X		
Will the program complete on schedule?	X		
Is the program currently within budget? *If no, explain why and what corrective action(s) are planned to bring the project back within budget*	X		The Spending Plan was updated to align with April 28, 2023, schedule baselines.
Will the program remain within budget?	X		

Were any scope changes proposed or approved during this reporting period?	X		Please refer to the Scope Section.
Have any risks or issues impacted the program during the reporting period?	X		Please refer to the Risk Section

C. SPI & CPI *Provide SPI and CPI for Current + Last 3 Reporting Periods* Required for R&C Category 3 4

	Past Reporting Period	Past Reporting Period	Last Reporting Period	**Current Reporting Period**
Date	3/1/2023-3/31/2023	4/1/2023-4/30/2023	5/1/2023-5/31/2023	6/1/2023-6/30/2023
WIM				
Schedule Performance Index (SPI)	1.0	1.0	.96	.98
Cost Performance Index (CPI)	1.0	1.0	1.0	1.0
Explanation of SPI or CPI Variance / Trend	The Legal and Policy Workgroup is being restructured to maximize Workflow Partner Agency staff allocated time on the effort, while mitigating getting meeting fatigue.			
BPR				
Schedule Performance Index (SPI)	-	.98	.96	1.04
Cost Performance Index (CPI)	-	1.0	1.0	1.06
Explanation of SPI or CPI Variance / Trend	All CareerSource Florida Local Workforce Development Board Discovery sessions occurred in June 2023, which results in an increase to SPI.			
TCM				
Schedule Performance Index (SPI)	-	.99	.94	.98
Cost Performance Index (CPI)	-	1.0	.99	1.01
Explanation of SPI or CPI Variance / Trend	SPI improved but the review of the FL WINS Style Guide deliverable crossed into July as scheduled but caused the SPI to stay below 1. The deliverable review is on track to complete on time.			

2 – PROJECT PROGRESS

A. Project Milestones, Deliverables, and Major Tasks

Provide milestones, deliverables, or major tasks of interest to key project stakeholders.
Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.

Required for R&C Category

DMT	Deliverable / Milestone / Task & Description	Planned Start Date	Planned Finish Date	Actual Finish Date *(completed)*	Status *(C=Completed IP= In Progress F=Future)*	Variance Explanation / Comment
	BPR					
D	BPR Deliverable 4: Discovery Report	2/9/2023	8/14/2023	-	IP	
D	BPR Deliverable 5: Document Processes and Customer Journeys	4/4/2023	9/8/2023	-	IP	
D	BPR Deliverable 6: Define a Target Operating Model Task Order (TO) and Deliverable Expectations Document (DED)	5/4/2023	6/8/2023	6/28/2023	C	Approved by Kent 6/28/2023.
D	BPR Deliverable 6: Define a Target Operating Model	5/4/2023	10/17/2023	-	IP	
	TCM					
D	TCM Deliverable 4: FL WINS Style Guide	4/19/2023	6/29/2023	-	IP	Deliverable is in DEO final review. However, a schedule change is anticipated. Facilitated conversation with DEO Assistant Deputy Secretary on components of Deliverable 4: FL WINS Style Guide – 6/20/2023
D	Deliverable 5: Monthly Summary Report Submissions – April 2023	5/25/2023	6/30/2023	6/12/2023	C	
D	Deliverable 5: Monthly Summary Report Submissions – May 2023	5/30/2023	6/27/2023	6/12/2023	C	
D	Deliverable 5: Monthly Summary Report Submissions – June 2023	6/27/2023	7/24/2023	-	IP	

A. Project Milestones, Deliverables, and Major Tasks

Provide milestones, deliverables, or major tasks of interest to key project stakeholders.
Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.

Required for R&C Category 2 3 4

DMT	Deliverable / Milestone / Task & Description	Planned Start Date	Planned Finish Date	Actual Finish Date *(completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*	Variance Explanation / Comment
D	TCM Deliverable 6: Stakeholder Analysis	2/28/2023	5/25/2023	6/16/2023	C	The review cycle extended beyond the anticipated date.
D	TCM Deliverable 7: Initial Change Readiness Assessment	2/28/2023	6/30/2023	6/16/2023	C	
D	TCM Deliverable 10: Change Management and Communication Plan	2/28/2023	6/5/2023	6/16/2023	C	
	WIM					
T	BSTA Vendor, North Highland, was terminated for convenience.		6/30/2023	6/23/23	C	With termination of BSTA Vendor, Program Team activated sprint activities and assigned tasks to pick up until permanent solution is determined.
D	BSTA Deliverable 8: FL WINS Data Hub – Business and Technical Requirements / Procurement	3/20/2023	-	-	F	
D	BSTA Deliverable 9: FL WINS Customer Portal – Business and Technical Requirements/Procurement	3/20/2023	-	-	F	
T	Conduct June Program Management Team Meeting	6/14/2023	6/14/2023	6/14/2023	C	
T	Conduct Legal & Policy Workgroup Meeting	6/7/2023	6/7/2023	6/7/2023	C	
T	Conduct ITSS Focal Area Workgroup Meeting	6/14/2023	6/14/2023	6/14/2023	C	
M	Approval of May PgMP Revisions	6/5/2023	6/5/2023	6/16/2023	C	Additional time was required for state review.

A. Project Milestones, Deliverables, and Major Tasks

Provide milestones, deliverables, or major tasks of interest to key project stakeholders.
Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.

Required for R&C Category 2 3 4

DMT	Deliverable / Milestone / Task & Description	Planned Start Date	Planned Finish Date	Actual Finish Date *(completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*	Variance Explanation / Comment
T	Monthly Operational Work Plan Submission to DEO- May	6/5/2023	6/5/2023	6/2/2023	C	Submitted early.
T	Conduct ESC Meeting	6/12/2023	6/12/2023	7/26/2023	F	
D	BSTA Deliverable 3: FL WINS Management and FL WINS Reporting	8/19/2022	6/30/2023	-	IP	Deliverable 3 spans the life of the Program. The Planned Finish Date reflects Task Order 3a, which spans January – June 2023.
D	Document Processes and Customer Journeys – Submission 1	4/4/2023	7/10/2023		IP	Deliverable is in DEO initial review.
T	Contract was terminated	6/23/2023	6/23/2023	6/23/2023	C	BSTA Vendor was terminated for convenience.
T	Program activated continuity sprints for absorbing the PMO functions.	6/24/2023	9/25/2023		IP	With termination of BSTA Vendor, Program Team activated sprint activities and assigned tasks to pick up until permanent solution is determined.

B. Scope Changes

List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.

Required for R&C Category 2 3 4

Scope Change Description	Cost Impact	Schedule Impact	Status *(if approved, include approval date and change control form number)* / Variance Explanation / Comment
A scope change for the FL WINS Program had been discussed among FL WINS stakeholders. PCR 10022 proposes the Department of Education's (DOE) Early Learning Program be included in the scope for the FL WINS Program. This change request also reflects an increased level of effort to include the Technical Colleges and School Districts in the BPR Project's Discovery Report. Scope related to the one-time survey	Medium – Cost increase is less than 10% of the baseline BPR Project cost.	Medium – Some deliverable dates will shift.	PCR 10022 was approved June 16, 2023

B. Scope Changes

List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.

Required for R&C Category

Scope Change Description	Cost Impact	Schedule Impact	Status *(if approved, include approval date and change control form number)* / Variance Explanation / Comment
to technical colleges and school districts will remain unchanged but will have a resulting schedule impact. The Hope FL Program (and the system that supports it) was identified as an addition to scope; however, it was included in the first round of discovery and documented in the first iteration of the Discovery Report deliverable. This additional scope does not have an impact on schedule or cost.			

3 – PROGRAM ISSUES / RISKS

A. Program Issues *List all issues identified, open, occurring, or closed within this reporting period.* Required for R&C Category

Issue Description	Status (Open/ Closed)	Project Impact (H, M, L) and Description of Impact	Resolution Approach	Resolution Date	Owner
There were no issues this period.					

B. Program Risks Required for R&C Category
List all risks identified, open, occurring, or closed within the reporting period.
This table includes only High Probability, High Impact risks. Please refer to the Risk Log for risks with low and medium exposure scores.

Risk Description	Status (Open / Closed)	Project Impact (H, M, L) and Description of Impact	Mitigation/Response Strategy	Mitigation Status	Owner
RSK0001339 Project Delays May Impact Funding Availability	Open	High - If projects for the Data Hub, Customer Portal, and potential System Integrator (SI) are not initiated by July 1, 2023, then FL WINS funding may be at risk. DEO has been appropriated $250 million in General Revenue funds that utilize the U.S. Treasury, State Fiscal Recovery Fund (SFRF), as authorized by the American Rescue Plan Act of 2021. All funds must be obligated by December 31, 2024, and expended by December 31, 2026.	- Accelerate decisions related to procurement strategy. - Determine procurement strategy. - Develop initial charters for Data Hub and Portal Projects - Identify teams to drive projects needed, including SMES and other staff required to support the procurement(s)	IP	FL WINS PMO

4 - PROGRAM SPENDING PLAN

A. Expenditures – Planned vs. Actual

Provide planned and actual cost total for the current month and the fiscal year to date. Provide an explanation of significant variance.

Required for R&C Category

Period	Planned Cost	Actual Cost	Explanation of Variance
6/1/2023 - 6/30/2023 - UPDATE	$1,394,744	$930,634	The FL WINS Spending Plan was aligned with the tool to track legislative spending. This change is intentional and will help avoid discrepancies in reporting to different stakeholders. Variances reported in this row are due to timing from when items are approved, and when they are paid.
Fiscal Year 2022-2023 to date	$9,515,224	$5,218,459	The above-described change accounts for the Fiscal Year To Date variance. This largely reflects the procurement deliverables and/or task orders that were not authorized – due to Program elaboration.

B. Identify Major Program Costs

Provide the planned expenditure, actual expenditure (if completed), status, and the business need for all significant project costs of interest to key project stakeholders. For hardware/software include the quantity of each type of equipment or licenses required.
If completed, provide an explanation for any significant cost variance.

Required for R&C Category

Description	Planned Expenditure	Actual Expenditure	Status (*C=Completed IP= In Progress F=Future*)	Business Need	Explanation of Cost Variance
IV&V Deliverable 3: *IV&V Execution and Monthly Status Reports*	$33,006.00	$33,006.00	C	Required, ongoing IV&V services and reporting.	-
BSTA Deliverable 3: FL WINS Management and FL WINS Reporting (Monthly)	$250,000.00	$250,000.00	C	Required, ongoing business support, technical advisory, and program management services.	
BPR Deliverable 4: Discovery Report	$480,140.00	$480,140.00	C	Foundational work supporting the development of the Target Operating Model.	

B. Identify Major Program Costs

Provide the planned expenditure, actual expenditure (if completed), status, and the business need for all significant project costs of interest to key project stakeholders. For hardware/software include the quantity of each type of equipment or licenses required.
If completed, provide an explanation for any significant cost variance.

Required for R&C Category

Description	Planned Expenditure	Actual Expenditure	Status (*C=Completed IP= In Progress F=Future*)	Business Need	Explanation of Cost Variance
TCM Deliverable 3: *Transformational Change Management Office*	$120,013.00	$120,013.00	IP	Ongoing transformational change management activities to facilitate adoption and success of FL WINS Program.	
TCM Deliverable 5: *TCMO Monthly Summary Report*	$13,914.00	$13,914.00	IP	Monthly report summarizing the Transformational Change Management Activities	
TCM Deliverable 6: *Stakeholder Analysis*	$280,547.00	$0	C	Identify the audiences that should receive planned communication, training, and outreach activities.	Variances reported in this row are due to timing from when items are approved, and when they are paid.
TCM Deliverable 7*: Initial Change Readiness Assessment*	$384,250.00	$0	C	Needed to assess the change readiness of stakeholders. The output helps shape change management activities.	Variances reported in this row are due to timing from when items are approved, and when they are paid.
TCM Deliverable 10: *Change Management and Communications Plan, Components 1 & 2*	$365,952.00	$0	C	To define change management efforts and focus areas of the FL WINS Program to enable successful realization of the TOM and future state vision.	Variances reported in this row are due to timing from when items are approved, and when they are paid.

FL WINS

TCMO Monthly Summary Report

TCM Deliverable #5
Reporting Period: June 2023
Submission Date: 6/30/2023

TCMO MONTHLY SUMMARY REPORT – JUNE 2023

Table of Contents

Topic	Slide
Project Overview	3
TCMO Activity Overview	4
Deliverable Overview	5
Reference Materials	6
Signature and Acceptance	7-8

TCMO MONTHLY SUMMARY REPORT – JUNE 2023

TCMO Overview

Purpose

The purpose of this document is to provide a monthly summary of ongoing TCMO operational activities.

Summary

Overall, the TCMO is **on track**.

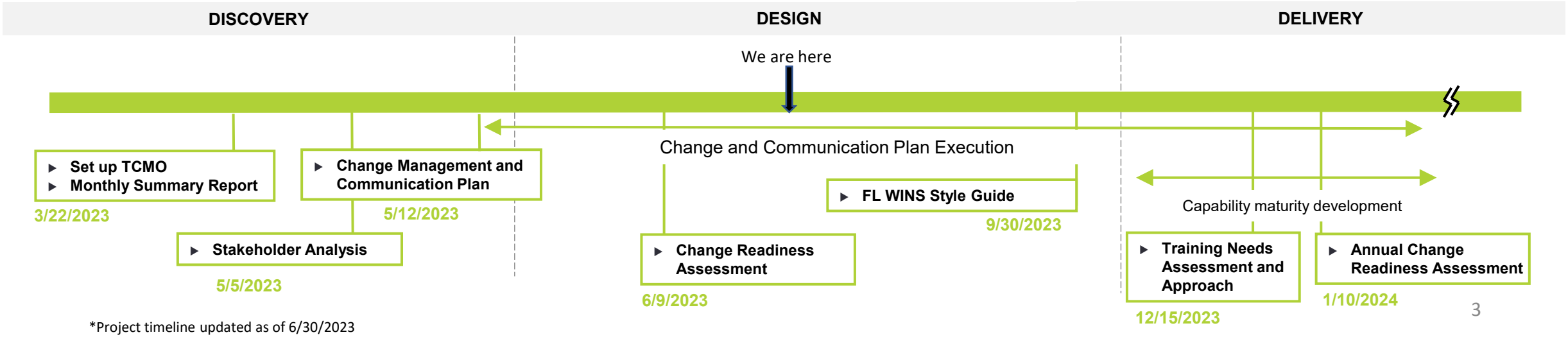
Key accomplishments this period (June 2023)

- Drafted and submitted partial submission of Deliverable 4: FL WINS Style Guide
- Submitted Deliverable 5: Monthly Summary Report (May)
- Remediated feedback and finalized Deliverable 6: Initial Stakeholder Analysis
- Submitted and Finalized Deliverable 7: Initial Change Readiness Assessment
- Remediated feedback and finalized Deliverable 10: Change Management and Communications Plan
- Converted Deliverable 3: TCMO Operations Manual in Microsoft Word Format
- Facilitated conversation with DEO Assistant Deputy Secretary on branding components of Deliverable 4: FL WINS Style Guide
- Refined Change Management and Communication Plan activities to review with FL WINS TCM Leadership Team

Anticipated accomplishments next period (July 2023)

- Continue to align on components of Deliverable 4: FL WINS Style Guide
- Build FL WINS branding packet for FL WINS Program Sponsors to review
- Refine strategic plan for Change Management and Communications plan with TCM Leadership team
- Start execution of Change Management and Communications plan activities
- Identify and interview additional stakeholders to gain further insights

Project Timeline*



*Project timeline updated as of 6/30/2023

TCMO MONTHLY SUMMARY REPORT – JUNE 2023

Activity Overview

Activity	Due Date	Status	Dependencies	Risks	Status Comments
Administrative Activities					
Facilitated FL WINS TCM Leadership recurring meetings	Bi-Weekly	✓	N/A	N/A	N/A
Converted Deliverable 3: Transformational Change Management Office – Operations Manual into MS Word	Ongoing	✓	N/A	N/A	Requested by FL WINS Leadership Team
Drafted and submitted partial submission of Deliverable 4: FL WINS Style Guide	6/8/2023	✓	N/A	N/A	FL WINS Leadership Team Approved Partial Submission on 6/8/2023. Team to collaborate with FL WINS TCM Leadership Team on finalizing branding element for 9/30/2023 final submission.
Submitted and finalized Deliverable 5: Monthly Summary Report (May)	6/5/2023	✓	N/A	N/A	FL WINS Leadership Team Approved Final Version.
Remediated feedback and finalized Deliverable 6: Initial Stakeholder Analysis	6/6/2023	✓	N/A	N/A	FL WINS Leadership Team Approved Final Version.
Submitted and finalized Deliverable 7: Initial Change Readiness Assessment	6/9/2023	✓	N/A	N/A	FL WINS Leadership Team Approved Final Version.
Presented overview of Initial Change Readiness Assessment to FL WINS Program Management Team	6/14/2023	✓	N/A	N/A	N/A
Remediated feedback and finalized Deliverable 10: Change Management and Communications Plan (Remediation)	6/15/2023	✓	N/A	N/A	FL WINS Leadership Team Approved Final Version.
Communication Activities					
Held TCM Leadership Team meeting to discuss Branding Packet timeline and potential upcoming additional stakeholder interviews	6/22/2023	✓	N/A	N/A	N/A
Collaborate with FL WINS TCM Leadership Team to plan and execute change management and communication activities	Ongoing	●	N/A	N/A	N/A
Stakeholder Engagement Activities					
Facilitated conversation with DEO Assistant Deputy Secretary on components of Deliverable 4: FL WINS Style Guide	6/20/2023	✓	N/A	N/A	Team to continue collaborating with DEO Assistant Deputy Secretary on FL WINS Branding
Incorporate TCM insights from BPR sessions (Art of Possible Workshop, Ride Alongs, etc.)	Ongoing	●	Schedule Dependent	N/A	N/A

Decisions Required
N/A

✓ Complete ● In Progress ! At Risk ● Not Yet Started ● Off track

TCMO MONTHLY SUMMARY REPORT – JUNE 2023

Deliverable Overview

Deliverable #	Deliverable Name	Due Date	Status	Dependencies	Risks	Status Comments
1	TCM Project Kickoff	2/1/2023	✓	N/A	N/A	N/A
2	TCM Project PMP and Project Schedule	3/1/2023	✓	N/A	N/A	N/A
3	TCMO Operations Manual	3/22/2023	✓	N/A	N/A	N/A
5	TCMO Monthly Summary Report	Monthly	✓	N/A	N/A	N/A
6	Stakeholder Analysis	5/5/2023	✓	N/A	N/A	N/A
10	Change Management and Communications Plan	5/12/2023	✓	N/A	N/A	N/A
4	FL WINS Style Guide	9/30/2023	●	N/A	N/A	Partial submission delivered 6/08/2023. Team to continue working with FL WINS Leadership Team to finalize branding element. Final submission due 9/30/2023.
7	Initial Change Readiness Assessment	6/9/2023	✓	N/A	N/A	N/A
9	Training Needs Assessment and Approach	12/15/23	○	N/A	N/A	N/A
8	Annual Change Readiness Assessment	1/10/2024	○	N/A	N/A	N/A

✓ Complete ● In Progress ! At Risk ○ Not Yet Started ● Off track

Related Deliverable #	Reference Material Name	Reference Material Description	Comments	Location of Document
N/A	NA	N/A	N/A	N/A
N/A	NA	N/A	N/A	N/A
N/A	NA	N/A	N/A	N/A

NOTE: Placeholder to be updated in subsequent months as reference materials are identified

I have reviewed this deliverable and approve of all its contents.

Signature:		**Date:**	
Print Name:			
Title:			
Department:			
Role:			

Signature:		**Date:**	
Print Name:			
Title:			
Department:			
Role:			

I have reviewed this deliverable and approve of all its contents.

Signature:		**Date:**	
Print Name:			
Title:			
Department:			
Role:			

Signature:		**Date:**	
Print Name:			
Title:			
Department:			
Role:			

IV&V Monthly Status Report

Client	Project	Date Submitted	Reporting Period
Dept. of Economic Opportunity	FL WINS Program IV&V Project	7/13/2023	6/1/2023 to 6/30/2023

TVT Engagement Manager	TVT IV&V Project Manager	TVT Deputy IV&V Project Manager
Renee Roth-O'Neil	Andrew Weiss	Ellik Hawkins

FL WINS Program Health Indicators					
Schedule	**Scope**	**Cost**	**Resources**	**Quality**	**Communi-cation**
On Target	**On Target**	**On Target**	**On Target**	**On Target**	**On Target**
Contracts	**Stakeholders**	**Project Management**	**Governance & Oversight**	**Vendor Management**	**Technical**
On Target	**On Target**	**Caution**	**On Target**	**On Target**	**On Target**

Open Findings		Active IV&V Risks by Severity				Active IV&V Issues by Severity			
Total	**In Client Review**	**Critical**	**High**	**Medium**	**Low**	**Critical**	**High**	**Medium**	**Low**
0	2	0	0	0	0	0	0	0	0

IV&V Metric, Observation, and Assessment Notes

- The Project Management health indicator is at Caution (yellow) for the reporting period due to Finding 3, described on the next page. Finding 3 concerns the need for a sufficiently documented, achievable plan for addressing the risk to successful Program completion posed by the Workforce Partners assuming responsibility for Program Management. If the preliminary plans articulated at the end of the reporting period continue to be built out as promised, TVT expects this health indicator to return to green (On Target) within one or two months.
- Finding 2, regarding CRAIDL Log guidance, is significant, but it would not yet warrant, by itself, moving the Project Management health indicator to Caution. Such a move may be justified if the Finding is not addressed over the next several months, however, depending on the PMO's progress in improving CRAIDL management.
- The EY Wavespace interactive visioning exercise (Art of the Possible 1) attended by TVT 5/31-6/1 was well-designed and technologically robust, with strong preparation and the ability to substantively engage participants. It served as an important step in moving the Workforce Partners from the abstract Feasibility Study to features of a concrete solution. Although some participants felt that the second day was anti-climactic, this is not a major concern and could be taken as a lesson in expectation setting.
- Ongoing delays in providing TVT with approved vendor work products began interfering with the ability of the IV&V team to provide timely feedback through most of May. At the end of the reporting period, a technical solution to the challenge of granting team members access to selected Program SharePoint folders was resolved, allowing TVT to review the most critical outstanding documents. TVT will continue to monitor artifact availability.
- Last month's concerns about the quality of BPR and TCM Project written work products still stand. TVT did not receive additional work products until the end of the current reporting period and did not, therefore, have time to fully review them. However, initial indications are that quality issues remain. The July monthly report will contain the complete assessment results related to document quality.

Project Health Areas Detailed Status			
Area	**Previous Month**	**Current Month**	**Open Findings**
Schedule			The area is on track. No new findings were logged during the reporting period.
Scope			The area is on track. No new findings were logged during the reporting period.
Cost			The area is on track. No new findings were logged during the reporting period.
Resources			The area is on track. No new findings were logged during the reporting period.
Quality			The area is on track. No new findings were logged during the reporting period.
Communication			The area is on track. No new findings were logged during the reporting period.
Contracts			The area is on track. No new findings were logged during the reporting period.
Stakeholders			The area is on track. No new findings were logged during the reporting period.
Project Management			**Finding 2:** Previous PMO did not maintain adequate definitions and guidelines for all ServiceNow CRAIDL Log data elements. This introduces program and project management process quality risk by increasing the need for discussion of CRAIDL items and the risk of inconsistencies across CRAIDL items and makes it more difficult to onboard new personnel. Current PMO is aware and plans to assign a CRAIDL Manager who would address. Depending on how this is addressed, it could be elevated to an IV&V Risk or Issue. **Finding 3:** Termination of the North Highland WIM contract at the end of June and the assumption of PMO duties by the Workforce Partners has introduced the risk, recognized by the new PMO, that it will not have staff with sufficient expertise to successfully manage the Program to its conclusion. As of the end of the reporting period, plans to address the risk, although in development, had not been sufficiently articulated to avoid a caution-level health status for project (and Program) management.
Governance & Oversight			The area is on track. No new findings were logged during the reporting period.
Vendor Management			The area is on track. No new findings were logged during the reporting period.

Technical			The area is on track. No new findings were logged during the reporting period.

Status/Trend Icon Legend			
Status Icon	**Status Icon Description**	**Trend Icon**	**Trend Icon Description**
	The assessment area is on track without material issues. The project team should consider any recommended observation offered by the IV&V team as process improvement opportunities only.		The current period's status remains stable from the previous period. The area is managed and executed appropriately.
	The assessment area faces a challenge or set of challenges that might, if left unmanaged, negatively impact the project's anticipated outcomes in terms of schedule, cost, scope, or quality in the future. The project team should prioritize corrective action.		The current period's status is improving from the prior period. Actions previously taken to address an area yielded positive results and should be maintained.
	The assessment category or area faces a challenge or set of challenges that threatens the project's anticipated outcomes in terms of schedule, cost, or quality. The project team should take corrective action immediately.		The current period's status is declining from the previous period. The area needs attention and action.
	The assessment area is currently not applicable based on the phase of the project, or the assessment area has been completed/baselined (e.g., develop risk management plan)	**N/A**	**N/A**
One status icon and one trend icon are overlaid to give the current period's status and the change from the previous period.			

Active IV&V Risks					
IV&V Risk ID	**Date Opened**	**Status**	**Severity**	**Description**	**Notes**
		Choose an item.	Choose an item.	None currently.	TBD

Active IV&V Issues					
IV&V Risk ID	**Date Opened**	**Status**	**Severity**	**Description**	**Notes**
		Choose an item.	Choose an item.	None currently.	TBD

Documents and Artifacts Reviewed

- PMO Weekly Briefing minutes and slides
- Legal and Policy Workgroup Charter
- IT Shared Services Workgroup Charter
- FL WINS Monthly Status Report May 2023
- Executive Program Sponsor Meeting notes 5/24/23
- ITSS Workgroup Core Team Meeting notes 5/24/23
- Art of the Possible Pre-Read
- TCM DEL 3 TCMO DED
- TCM DEL 4 Style Guide DED
- TCM DEL 5 TCMO Monthly Summary Report DED
- TCM DEL 6 Stakeholder Analysis DED

- TCM DEL 7 Initial Change Readiness Assessment DED
- TCM DEL 9 Training Needs Assessment and Approach DED
- TCM DEL 10 Change Management and Communications Plan DED and Task Order

Report Glossary

- **Active IV&V Issues** – Issues identified by the IV&V team that have not been identified and addressed by the FL WINS Program team. Issues identified by the program team but not included in its Issue Log, will be documented as IV&V Findings. An IV&V Issue will remain on this report until the IV&V team determines it no longer impacts the program.
- **Active IV&V Risks –** Risks identified by the IV&V team that have not been identified and addressed by the FL WINS Program team. Risks identified by the program team but not included in its Risk Log will be documented as IV&V Findings. An IV&V Risk will remain on this report until the IV&V team determines it has been appropriately managed or no longer relevant to the program.
- **Open Findings** – Those opportunities for improvement identified by the IV&V team that have no disposition by Program Leadership as of the end of the reporting period, with specific counts as follows:
    - In Client Review – DEO has informed the IV&V team it is reviewing a finding.
    - Total – All open findings as of the end of the reporting period.