**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

November 17, 1992

To: Board of Directors (Engineering and Operations Committee--Information
(Subcommittee to Monitor Imp of Info Systems--Info

From: General Manager

Subject: Status Report on the Progress of Phase Zero of the Information
Systems Strategic Plan Effective 11/20/92

Report

In February of this year, your Board authorized the establishment of an appropriation to commence work on the design phase of a multi-year plan to implement new Information Systems to better address the District's current and future needs.

Work began on this program in late March. Attachment "A" is the current status of Phase Zero and contains information on the prior period's achievements, expenditures to date, and major planned activities for the upcoming month. Significant changes for the Package Selection process have been accepted to increase District involvement in the activity. These changes will extend the project through February. Some budget impact is expected. Budget options are being developed and will be available prior to the next Board meeting.

At the request of the Subcommittee to Monitor Implementation of Information Systems, these project status reports are published monthly.

Board Committee Assignments

This letter is referred for information to:

The Engineering and Operations Committee because it has jurisdiction over the contracting programs and the ordering of equipment or materials and selection of consultants to be used pursuant to Administrative Code Section 2431(b) (h); and

The Subcommittee to Monitor Implementation of Information Systems because it has an oversight responsibility for information systems projects on behalf of the Engineering and Operations Committee.

Recommendation

For information only.



Earl Boronkay

JRW:sm
Attachments

ATTACHMENT "A"

Metropolitan Water District

Phase O Implementation Status Report

For the Status Period: November 20, 1992

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

- Vendor responses received for package selection RFI.
- Enterprise Model completed; draft deliverable under project management's review.
- System Design Deliverable documents under project management's review.
- Technical architecture definition is proceeding, but completion is dependent on Package Selection activity.
- Information Technology Transformation deliverable schedule established.

II. MAJOR MILESTONES

Completed this period:

- Package Selection RFI responses received and reviewed.
- Technical platforms for Package Selection have been reestablished.

In Progress:

ACTIVITY 1 - Information Technology Transformation:

Deliverables under project management review.

ACTIVITY 2 - Architecture:

Enterprise Model draft deliverable under project management review.
Draft technical architecture being reviewed for application impacts.
Package selection activity effects are being integrated into the technical architecture.

ACTIVITY 3 - Business Area Requirements

Package Selection RFP developed
Package selection process refined and schedule changes assessed.

Systems Development Life Cycle

SDLC Implementation plan presented to Steering Committee for comment and approval

Goals for next period:

- Information Technology Transformation team will complete its report .
- System Design deliverable will be completed .
- Package Selection RFP will be issued.
- Acceptance of the Enterprise Model deliverable .
- Begin SDLC Training in ISD .

III ISSUES AND ACTION ITEMS

The original process for selection of software packages was primarily a contractor responsibility. The process has been significantly altered to increase District participation and direction. The results of the package selection RFI have also altered the previously defined process. These changes have lengthened the schedule. This change is expected to have the positive effect of increasing acceptance of the Package Selection result. Greater acceptance will enhance the likelihood of successful package implementation.

Key dates in the revised schedule include:

| | |
|------------------------------------|----------|
| Package Selection RFP Release | 11/30/92 |
| RFP Bidder's Conference | 12/11/92 |
| RFP Responses Due | 01/04/93 |
| Finalists Package Vendors selected | 01/20/93 |
| Package recommendation | 02/24/93 |

Completion of the Technical Architecture Activity is now dependent upon decisions to be made following the RFP process. The completion of the Phase One Implementation Plan will also be extended by the changes in the software package selection activity.

PHASE ZERO PROJECT GLOSSARY

Enterprise Model In this activity, the Steering Committee developed a senior management view of the priorities for application development. The committee also defined responsibilities for ISD and other divisions in the Application Development process.

Information Technology
(IT) Transformation Recommendations developed by the consultant in the areas of:

- Application development standards
- Project organization and management
- Benefits assessment and costing methods for applications
- Roles and responsibilities of ISD and divisions in Application Development

Architecture Architecture has two components:

- Development of a model of the District's business functions and the information required to perform those functions. This model's primary use is to determine application boundaries and ensure that information flows easily from one application to another.
- Recommendations for hardware and software to support the business application (e.g., personal computer types, communications network design, etc.).

Business Area
Requirements This activity has two phases:

- Gathering specific requirements for applications. For example, how do we want our General Ledger account structure to look, what kind of matching criteria do we want in Accounts Payable.
- Selecting application packages from software vendors to meet the requirements. We will do this by canvassing the market with an RFI and then using an RFP to a limited number of vendors.

Phase One
Implementation Plan A road map for implementation of the application packages. It would include recommendations for all resources, including outside services, hardware and software to support the application.

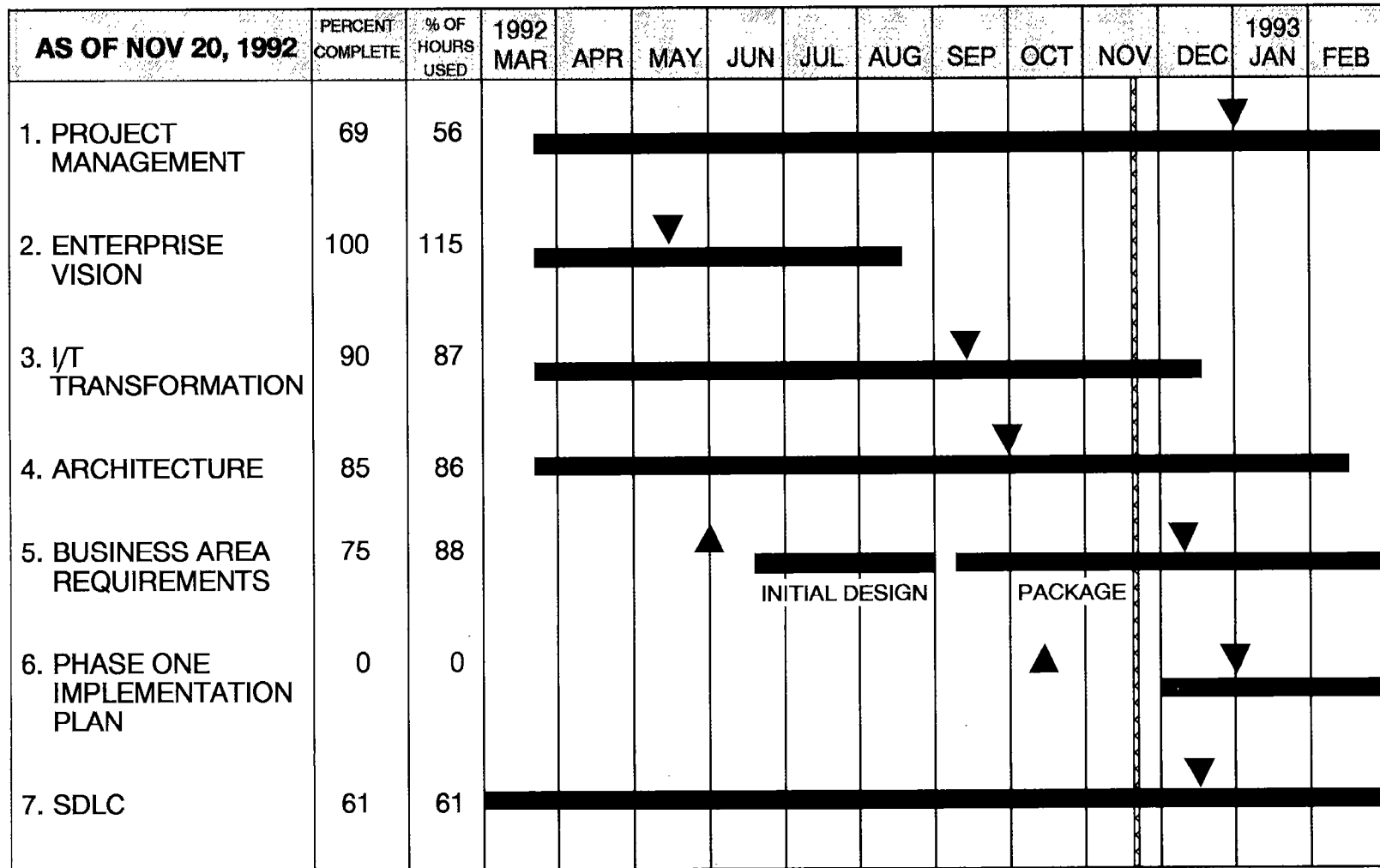
INFORMATION SYSTEMS STRATEGIC PLAN - PHASE 0

EXPENDITURE REPORT November 20, 1992

| Item | Plan | Project Reported to Date |
|------------------------|--------------------|-------------------------------------|
| Labor | \$446,860 | \$294,754 |
| Equipment | 73,800 | 65,419 |
| Software Purchased | 141,862 | 76,185 |
| Professional Services: | | |
| IBM | 3,380,000 | 3,008,818 |
| Deloitte & Touche | 581,000 | 195,183 |
| Gilbreath & Horning | 330,000 | 269,467 |
| O & M | 184,000 | 155,882 |
| Totals | \$5,137,522 | \$4,065,709 |

PROJECT SCHEDULE

| | | |
|--|--|--|
| | | |
| | | |



■ CURRENT SCHEDULE

▼ ORIGINAL PLANNED END DATE

⌘ "AS OF" DATE

▲ ORIGINAL PLANNED START DATE