**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

December 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 12/18/92

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, with completion by mid-March 1993. Funds needed to support the extension to package selection can be provided from other activities in the project. Total expenditures will not exceed the current program allocation.

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.



Carl Boronkay

JRW:sm
Attachments

ATTACHMENT "A"

Metropolitan Water District

Phase O Implementation Status Report

For the Status Period: December 18, 1992

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

- * Vendor responses received and evaluated for package selection RFI.
- * Package selection RFP was issued, and bidders conference held.
- * Enterprise Model completed; deliverable under final revision prior to delivery to the District.
- * System Design Deliverable documents under final revision prior to delivery to the District.
- * Technical architecture draft deliverable is under preliminary review.
- * Phase One implementation plan activity redefined and scheduled.

II. MAJOR MILESTONES

Completed this period:

- * Package Selection RFP issued.

In Progress:

ACTIVITY 1 - Information Technology Transformation:

- * Deliverables under project management review.
- * Implementation plan, integrated with other District application development projects and plans, is under development.

ACTIVITY 2 -Architecture:

- * Enterprise Model deliverable under final revision prior to delivery to the District.
- * Draft technical architecture deliverable under preliminary review.
- * Package Selection technical platforms (acceptable computer systems for the new application software) are being integrated into the Technical Architecture document.

ACTIVITY 3 - Business Area Requirements

- * Package Selection RFP evaluation criteria are being developed.
- * Package selection tasks for finalist vendors are being developed.

Systems Development Life Cycle (SDLC)

- * SDLC Implementation plan presented to Steering Committee for comment and approval.
- * Implementation of SDLC in ISD is beginning.

Goals for next period:

- * Information Technology Transformation team recommends presentation to project steering committee.
- * System Design deliverable completed and accepted.
- * Package Selection RFP responses received and initial evaluation under way.
- * Acceptance of the Enterprise Model deliverable.
- * Begin SDLC Training in ISD.

III. ISSUES AND ACTION ITEMS

Key dates in the revised project 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 Technical Architecture	03/05/93
Phase One Implementation Plan	03/19/93

PHASE ZERO PROJECT GLOSSARY

Enterprise Vision 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.

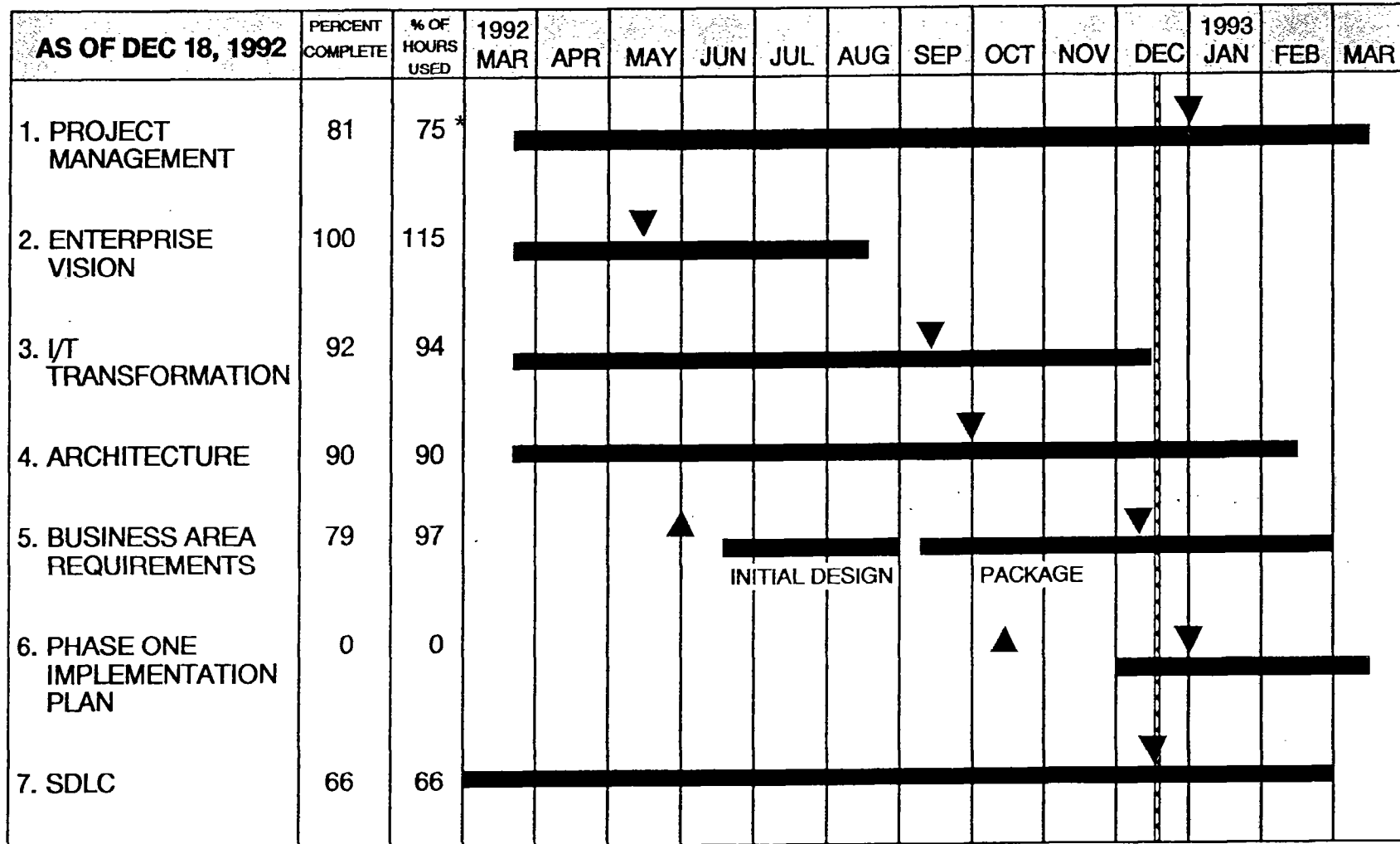
INFORMATION SYSTEMS STRATEGIC PLAN - PHASE 0

EXPENDITURE REPORT

December 16, 1992

Item	Plan	Project Reported to Date
Labor	\$446,860	\$320,407
Equipment	73,800	65,419
Software Purchased	141,862	76,185
Professional Services:		
IBM	3,380,000	3,380,000
Deloitte & Touche	581,000	330,771
Gilbreath & Hornin	330,000	288,138
O & M	184,000	172,785
Totals	\$5,137,522	\$4,633,706

PROJECT SCHEDULE



CURRENT SCHEDULE
 ORIGINAL PLANNED END DATE
 "AS OF" DATE

ORIGINAL PLANNED START DATE

* These hours include Project Management hours previously included in other phases that are now consolidated in the Project Management phase.