

## Risk Assessment – March 2007

1. **Hardware/software issues:** Potential for DOA servers; problems transitioning data from old to new servers and impact on BF and OVS users; procurement doesn't go through.
2. **Adequate and stable staffing resources:** Predictable (vacations) and unpredictable (illness) impacts on resource availability, both with OIT and OVS. Staff resources running very lean; at this time, trained backup for every role is not available. Many staff members are working multiple projects. Contractors not authorized for overtime; some state employees have excess of comp time already.
3. **Implementation timing of certain elements:** End of fiscal year; regular mainframe maintenance; COT and/or Operations maintenance activity.
4. **Conversion issues:** Data integrity; conflicts (27 and 29 race and education fields, etc.); timing.
5. **Scope creep:** We have already experienced severe scope creep from the initial Phase II definition in October 2006. The belief is that we have covered all requirements, but something will inevitably come up (for example, legislative changes, initiative mandates, etc.) Need a change control board, include clients.
6. **eCOBOL requirement** – Tools inadequate so Rebekah has begun converting manually.
7. **Interdependencies/integration issues:** VitalChek, COT, Operations – as well as anything and everything that touches KVETS or KVETS touches (exchanges, add-ons, exports, upgrades, etc.)
8. **Hardware** – we are purchasing new hardware. It is critical to procure, obtain and set up the hardware on time and so that we can transition smoothly. The current configuration does allow for few bad boxes in case we get them.
9. **Hardware Configurations:** We will be changing hardware configurations throughout the scope of the project from April to August. We are working with operations on a comprehensive plan to avoid downtime as much as possible.
10. **Transitioning** between current systems to the new solution would be a challenge as the system should be available during the business hours.
11. **Data conversion** – we are dealing with lot of unknowns as we are converting data from 1911. Proper business processes need to be in place to handle **bad data**. 3rd weekend of every month is maintenance week for mainframe support. Our planned go live date happens to be after the 3rd weekend of August but we talked to mainframe support to ensure that the maintenance would not hamper our final conversion. Application needs to **accommodate old data** from 1911. This will be a significant challenge.
12. We have many **unidentified users** from mainframe and OIT has taken up a humongous task of identifying, cleaning the users of the mainframe
13. **Staff resources running very lean;** at this time, trained backup for every role is not available. Many staff members are working multiple projects. Contractors not authorized for overtime; some state employees have excess of comp time already.
14. **Deadline corresponds with the end of the fiscal year**, presenting potential conflicts in data usage.