Information Technology Project Oversight Framework
SIMM Section 45G: Independent Project Oversight Report
National Incident Based Reporting System (NIBRS) formally known as CIBRS

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**Project Reference Information**

| Project Name: National Incident Based Reporting System (NIBRS) formally known as CIBRS | Project Number: 0820-224 |
| Department Name: Justice, Department of | Agency Name: Legislative, Judicial, and Executive |
| Assessment Period: 5/1/2020 - 5/31/2020 | Criticality Level: Medium |
| Most Recent Project Approval Document: Stage 4 Project Readiness and Approval | Date of Most Recent Project Approval Document: September 27, 2019 |

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**Executive Summary**

**Key Questions:**

- Is the project on track to satisfy the customer's business objectives?  N/A
- Is the project on track to achieve the objectives in the approved timeframe?  N/A
- Is the project on track to achieve the objectives within the approved budget?  N/A

- The Project has implemented process improvements to various Project Management practices.
- The Project completed mapping contract requirements and tangible and non-tangible deliverables.
- The Project accepted the Project Schedule deliverable and integrated into the Master Project Schedule.
- The Project Team is using a phased testing approach, which may create delays in approval of deliverables, without any projected impact to critical milestones.
## Project Health Dashboard

<table>
<thead>
<tr>
<th>Project Overall Health</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Green                 |        | • The Project has implemented process improvements to various Project Management practices.  
• The Project completed mapping contract requirements and tangible and non-tangible deliverables.  
• The Project accepted the Project Schedule deliverable and integrated into the Master Project Schedule.  
• The Project Team is using a phased testing approach, which may create delays in approval of deliverables, without any projected impact to critical milestones. |

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<th>Focus Area</th>
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| Governance  | Green  | • The Project continues conducting monthly Steering Committee meetings and bi-weekly project status meetings that include state and vendor staff.  
• The Project has implemented process improvements to their Project Management practices.  
• The Project continues managing, tracking, and reporting project decisions and action items. The Project continues coordinating activities with LEAs.  
• The final approved Project Charter is still pending submission to CDT. |
| Time Management | Green  | • The May 2020 PSR reflects delays however, the Project indicates there are no impacts to the Key Milestones.  
  o The Project has decided to utilize the phased approach for testing.  
  o The XML specs are being delivered later than planned, however the solution vendor continues to develop and test the repository functionality. |
### Focus Area | Rating | Comments
---|---|---
**Cost Management** | Yellow | • The Actual Costs reported in the May 2020 PSR appear to be within the approved budgeted costs.  
• The Actual Costs reflect under expenditures with a variance that exceeds 10% of the approved project cost allocations through FY 2019-20.  
• The Project is utilizing established Cost Management processes to manage and control approved project cost allocations versus actuals.

**Scope Management** | Yellow | • The Project submitted an updated Project Charter for CDT review, CDT will assess Scope information to validate alignment with approve Stage 1 Scope.  
• The Project continues working with the contractor to establish Configuration Management processes and tools that will allow the Project to manage and control the approved project scope.  
• The Project continues working to establish Project Requirements Management processes and tools that will allow the Project to manage all contract requirements.

**Resources** | Blue | • The Project Human Resource and Staff Management Plan are being assessed to ensure all the necessary project resources are participating on the project.  
• Project participation by state staff appears to be lower than the PYs identified in the approved FAWs.  
• CDT continues assessing Project planning materials to validate the appropriate staff and roles were planned for the NIBRS Project.  
• Information Technology and Contract resources under expenditures reflect variances that exceed 10% between the actual costs and approved allocations.

**Quality** | Green | • The contractor refined schedule deliverable that will include tasks to develop, manage, maintain, and conduct Quality Management processes, and practices for the Project.  
• The Project Team has finalized and approved the deliverable and is complying with the Project Quality Management processes.
Focus Area | Rating | Comments
--- | --- | ---
Risk and Issues | Green | • The Project continues identifying, managing, and reporting Risks and Issues.
• The Project continues the bi-weekly Project Status Meetings that include Risks and Issues as a standard agenda item.
• Risk Register reflects possible recycling of Risk #s.
• The Project opened a new risk for the State of Emergency related to COVID-19 may create a staff reduction that could impact Project progress.

Transition Readiness | Blue | • The Project primary contractor will provide the Transition and Maintenance and Operations Plan.

Conditions for Approval | NA | None
Corrective Action | NA | None

Legend for Project Health Dashboard

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Satisfactory, no corrective action necessary.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Caution, risks/issues exist. There may be a need for corrective action in the near future.</td>
</tr>
<tr>
<td>Red</td>
<td>Escalated for immediate corrective action. There is a significant risk to the health of the project.</td>
</tr>
<tr>
<td>Blue</td>
<td>Not enough data is available to make a determination about the project health.</td>
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</tbody>
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