

**Highlights** | Project teams continue to make progress in current development sprints and operational readiness planning for 2025. 1<sup>st</sup> Data Migration simulation was showcased (recording available). Technical teams have engaged in robust contingency planning and schedule validation—*well on our way for a November 2025 launch!*

Overall Status	Budget	Risk	Schedule	Scope	Change Management
Yellow	Green	Green	Yellow	Green	Green

**Project Status Notes**  
*Overall status will always default to the "lowest" category rating.*

The overall project status, and schedule category has moved to yellow, given the targeted Milestone completion dates established in May 2024 have not been met. We will keep this as yellow and when Milestone 2 completes per the re-baselined timeframe (end of March), the schedule could move back to green. Note, the overall Project Status will always defer to the "lowest" dashboard color, moving the entire project to yellow. All other categories remain green. One project issue remains open- and actively being actioned upon. Moved the 2<sup>nd</sup> issue on project resourcing back to a risk mid-December. Continued efforts to track and monitor the inputs of the backlog elaboration with the outputs of development and tested code, so that there is a balanced amount of completed work-> Goal: keep a tight balance of product to backlog to development and testing.

Stakeholder Engagement / Relations	Technical	General
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<p><b>Start Date*:</b> <b>August 2021</b></p> <p><b>End Date:</b> <b>February 2026</b></p> <p><i>*Monthly status reporting began January 2022</i></p>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>Hosted December 6 Town Hall.</li> <li>Presented / <a href="#">recorded data migration simulation</a> at the 12/3 Steering Committee mtg (demographic &amp; self-registration data points).</li> <li>Incorporate Ph 2 User Study results into New WSWA Design.</li> <li>Planned CY25 WSWA Plan for User Study Series.</li> <li>Completed CSAT deep-dive analysis for Job Search, Job match, and Career Exploration.</li> <li>WIOA Youth Journey Kickoff (Staff View).</li> <li>Conducted mid-project retrospective with Advisory Committee and Training Advisory Team.</li> </ul>	<ul style="list-style-type: none"> <li>Federal reporting meetings occurring to collaborate on requirements between ESD and Launchpad</li> <li><b>Development:</b> Completed Sprints 18 and 19 (11/20-12/10, 12/11-31/2024)   Continue development on Milestone 2 (Eligibility and Enrollment), Milestone 3 (Programmatic role-based access controls, Wegner Peyser &amp; WIOA Adult), and the new WSWA homepage.</li> <li><b>Data Migration:</b> Sprint 36 began ETL work on desktide intake and contact record management, continue SF data loads, and conduct research on eligibility, enrollment, and service migration challenges.</li> <li>Selected the contracted security vendor (Emagined), begins in January.</li> </ul>	<ul style="list-style-type: none"> <li>Onboarded the System Admin-Senior &amp; Vendor's scrum lead, developers, Business Analysts, and Training Lead.</li> <li>Documented the 2025 planning activities and preliminary timeline(s).</li> <li>Secured recurring meetings (e.g., Townhalls, Advisory teams).</li> <li>Prepared Gated Funding Technology Budget amendment.</li> <li>Contingency planning for translation, Spanish moderator needs as well as options to keep the project schedule as Nov 2025.</li> <li>Identified User Study Testing Application for "in house" testing – pending procurement.</li> </ul>
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Stakeholder Engagement / Relations	Technical	General
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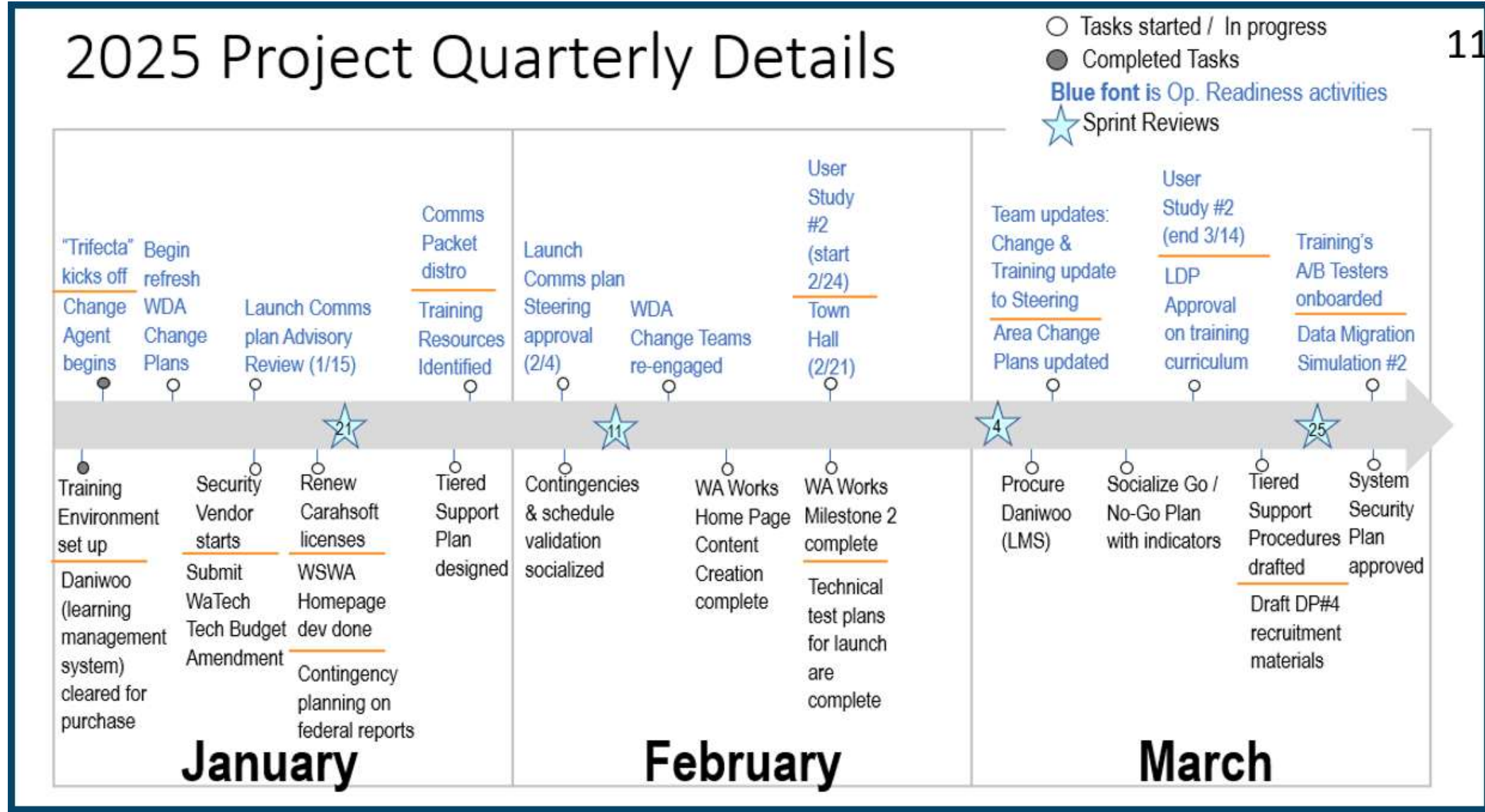
<p><b>Executive Sponsor:</b> <b>Cami Feek</b></p> <p><b>Project Manager:</b> <b>Linda Kleingartner</b></p>	<p><b>Plan for next 30 days</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Kickoff CY25 User Study Schedule – Ph 1 implementation.</li> <li><input type="checkbox"/> CSAT deep-dive on Resource &amp; Support needs, showcase.</li> <li><input type="checkbox"/> Prepare / distribute the Communications Packet to promote more field awareness of the project and WA Works logo reveal at the end of January.</li> <li><input type="checkbox"/> Initiate the Training resource request for providing the support in the 5 areas of Super Users, LMS Administrators, Equal Opportunity Officers, Schedule and Logistics Coordinators, and AB Testers.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Development:</b> Complete Sprints 20 (1/2-1/21/2025) and begin Sprint 21 (1/22-2/11)   New WorkSource WA scrum team expects to complete the Home page; Core Product is focused on the source documentation feature for enrollments and prep work for PIRL generation.</li> <li><input type="checkbox"/> <b>Data Migration:</b> Complete sprint 37, start sprint 38 to include: <ul style="list-style-type: none"> <li>-Complete load to Salesforce for Self Service Registration fields.</li> <li>-Begin ETL development for Desktide Intake fields.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Onboard contracted Change Agent Resource.</li> <li><input type="checkbox"/> Socialize 2025 timeline(s), launch communication plan and technology / product contingency plan (seek approvals).</li> <li><input type="checkbox"/> Submit Gated Funding Technology Budget amendment.</li> <li><input type="checkbox"/> Complete the federal reporting contingency planning.</li> <li><input type="checkbox"/> Initiate the <a href="#">WIT Glossary.docx</a> by defining common language.</li> </ul>
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**What is needed from Leadership?**

- Support timely decision making on the training resource request in each area.
- Look for email for Steering action on the proposed WA Works logo, and pre-view the Launch Communications Plan.
- Consider how to leverage existing communication methods to amplify Communicator efforts (next Communications Packet at end of month)
- Review Launch Date Steering Committee consideration in February Steering packet.

**Project Risk & Issues---** No very high risks (risk rating +20).

**1 Issue-- Continue monitoring through issue resolution** to ensure stabilization. Launchpad is formally reporting progress to ESD weekly.  
**#195296---** The vendor Product team is unable to keep the Backlog "full" of development requirements. (J. Perla). Action plan drafted 9/10/24.



# 2025 – Get ready, get set, go!

- Tasks started / In progress
- Completed Tasks
- Blue font is Op. Readiness activities

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
○ Area Change Plans begin refresh	• Town Hall-21st	• Area Change Plans updated	• Town Hall-4 <sup>th</sup>	• 6-month Launch kick-off for operational readiness	• Town Hall-27th	• Town Hall- 25 <sup>th</sup>	• Town Hall- 22nd	• Training Begins!!	• Town Hall 17th	• <b>Steering Committee decision on Go / No-Go</b>	• Begin Project Closure (due 2/28/26)
● Change Agent resource starts	• Change Teams re-engaged	• Outreach plan complete	• Identification of Change Risks	• User Study #2	• Start soft awareness campaign to job seekers and employers	• WIIFM change training ready	• User Study #3	• Resistance Management Plan done	• Job seeker webinars begin	• <b>System Release!!</b>	• Initiate Lessons Learned
○ Training Resources Identified	• Launch comms plan activated	• Steering approves Go / No-go indicators	• Training content design begins	• Budget request #4 decision	• Training's LMS Admins onboarded	• Crisis Comms Plan reviews begin	• Demonstrate "top line" of PIRL report	• Chat stabilization assessment tools done	• All training resources highly engaged and busy		• Training resources shift back to routine operations
○ Launch comms planning	• User Study #2	• Training's A/B Testers onboarded	• Data Migration Simulation #2	• Training's Super Users onboarded	• Begin monthly Go / No-Go reporting	• End-user readiness survey	• Training's schedule & logistics team activated	• Activate LWDB comms to their customers	• Begin weekly Go / No-Go status reporting		• Training feedback loops begin (30, 60, 90)
○ Renew Carahsoft licenses	• Milestone 2 WA Works complete	• Procure Daniwoo Learning Management System (LMS)	• Install Daniwoo LMS	• Legislative decision on the M&O funding	• Go live incident response review begin	• Training's EO officers engaged	• Training's EO officers engaged	• Employer webinars begin	• Technical team Sign-offs:		• Training feedback loops begin (30, 60, 90)
○ Tiered support model designed	• Technical test plans for launch are complete	• System Security plan drafted	• Training environment set up and used	• System support process reviews begin	• Ofc of Cybersecurity approval	• Secure post-launch Tier 4-system support contracts with Salesforce & Launchpad	• LMS Admins get busy	• Superusers get busy	• All testing		• Triage and notifications on system health
○ Security vendor starts		• System Security plan drafted	• Document system access	• System support process reviews begin			• Schedule Trainees	• Superusers get busy	• Network segmentation		• System stabilization underway
○ WSWA Homepage complete		• Tiered Support materials drafted	• Planning for legacy system shutdown	• 7/1/25 Salesforce & Launchpad licensing amendment(s)			• Contingency & roll-back plan complete	• Near completion	• Monitoring tools		• Begin vendor contract close activities
			• Go Live incident response plan reviews begin				• Sign-off on key interfaces are ready!	• Review (preemptive signoff) for code quality report	• Stakeholder team(s) sign of status of Fed. reports		