



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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Correspondence Memorandum

Date: November 15, 2022
To: Budget and Operations Committee
From: Michelle Baxter, Director
Office of Enterprise Initiatives
Subject: Modernization Projects Update

This memo is for informational purposes only. No action is required.

Below is the Department of Employee Trust Funds modernization project updated for the period ending November 30, 2022. This provides the Board an overview of the project highlights, health, major milestones, and key issues and risks.

Executive Summary:

The Insurance Administration System (IAS) Implementation project continues to be on track. Discovery sessions for payroll with the University of Wisconsin has been completed. Additional discovery sessions with the University of Wisconsin will continue through the next several months and will include enrollment and eligibility, billing, and COBRA.

Data Management (DM) Program is on target. Focus is on supporting data for the Insurance Administration project.

A key dependency to successfully deliver IAS is to ensure members' identity is verified. The Identity Proofing project, Strategic Initiative 4.3.5, is being reported here for reference and the project was resumed during this period and is on track.

Reviewed and approved by John Voelker, Secretary
Electronically Signed 11/28/22

Board	Mtg Date	Item #
BUD	12.08.22	4

Insurance Administration System Implementation

Highlights

- Completed Enrollment and Eligibility and Payroll discovery with UW.
- Completed local employer outreach including intake information for discovery.
- Completed planning for initial Employer Engagement forum.
- Continue to meet with DOA and UWHC providing project updates, pre-planning, demonstrations, and review of technical specifications.

Health (After Replanning)

Overall Health	Schedule	Scope	Budget	Transition Management
On Target	On Target	On Target	At Risk	On Target

Milestones

Milestone	Start Date	End Date	Status
Phase 0 – Benefitplace core system	08/09/2021	03/31/2022	Completed 6/30/2022
Phase 1 – UW Benefitplace	08/15/2022	05/05/2023	On Target
Phase 2 – Locals Benefitplace	12/01/2022	07/07/2023	Not Started
Phase 3 - Retirees Benefitplace	03/01/2023	11/03/2023	Not Started
Phase 4 – DOA (Star and Non-Star), UWHC Benefitplace	05/01/2023	01/05/2024	Not Started
Deployment	01/01/2024	06/01/2024	Not Started
Project Closure	06/01/2024	03/31/2025	Not Started

Top Risk / Issues

#	Risk / Issue Description	Severity	Status
1	Resources – Maintenance of current system, operational capacity, and competing initiatives.	High	Monitoring
2	Timeline - Program and policy changes to insurance benefit plans or Third-Party Administrators (TPAs). May impact implementation.	Moderate	Monitoring
3	Timeline – Third-Party Administrators (TPAs) and Employer ability to meet defined timelines.	Moderate	Monitoring
4	Budget – renegotiating the terms of the contract including the cost of previously extending the project timeline.	High	Active
5	Other - High level of process changes for ETF, Employers and Vendors.	High	Monitoring
6	Other – Purchase of BenefitFocus by Voya	Moderate	Monitoring

Data Management Program

Highlights

- DM program continues to be on target.
- Data Quality project staff continue cleanup for top Insurance data elements for IAS Enrollment and Eligibility.
- Completed moving historical member (myETF) data into one of the Data Lake environments. Data will be added to additional environments through 2022.
- Data Literacy project staff continue to focus on smaller and more frequent training.

Health

Overall Health	Schedule	Scope	Budget	Transition Management
On Target	On Target	On Target	On Target	On Target

Milestone	Start Date	End Date	Status
Data Storage, Warehouse, and Business Intelligence	11/08/2019	12/29/2023	On Target
Milestone 10 - Organization, Insurance, myETF	07/01/2022	9/30/2022	Complete
Milestone 11 – myETF in Data Lake DEV	10/03/2022	12/30/2022	On Target
Milestone 12-15 - TBD	01/02/2023	11/30/2023	Not Started
Project Closure	12/01/2023	12/29/2023	Not Started
Data Governance	02/08/2019	12/29/2023	On Target
Enhance Data Governance Framework	01/03/2022	12/22/2023	On Target
Operationalize Data Governance Activities	07/01/2022	12/04/2023	On Target
Project Closure	12/11/2023	12/29/2023	Not Started
Data Quality	01/14/2019	12/29/2023	On Target
Data Quality and Supporting Metrics	01/03/2022	12/29/2023	On Target
Data quality control points rules prioritization, review, and modification	01/03/2022	12/15/2023	On Target
Data Cleansing	01/03/2022	10/23/2023	On Target
Future data quality framework	01/03/2022	12/29/2023	On Target
Operationalize data quality activities	01/02/2023	12/28/2023	Not Started
Data Literacy	04/05/2021	12/29/2023	On Target

Project Milestones

Top Risk / Issues

#	Risk / Issue Description	Severity	Status
1	Resource availability – specifically subject matter experts and data stewards	Moderate	Monitoring
2	Data integration complexity	Moderate	Analyzing

Identity Proofing

Highlights

- Project was resumed and vendor demonstrations were completed.
- Next steps include identifying top vendors and completing a proof of concept.
- Working with Department of Administration (DOA), Division of Enterprise Technology (DET), to align agency's respective needs, requirements and timelines.

Health

Overall Health	Schedule	Scope	Budget	Transition Management
On Target	On Target	On Target	On Target	On Target

Project Milestones

Milestone	Start Date	End Date	Status
Phase 1: Request for Information	9/19/2022	10/05/2022	Complete
Phase 1: Vendor Demonstrations	10/6/2022	11/11/2022	Complete
Phase 1: Proof of Concept(s)	11/14/2022	02/21/2023	On Target
Phase 1: Recommendation	2/22/2023	3/13/2023	Not Started
Phase 2 Develop Project Execution Schedule	2/1/2023	4/25/2023	Not Started

Top Risk / Issues

#	Risk / Issue Description	Severity	Status
1	Resource availability	Moderate	Monitoring
2	Timing of enterprise project (DOA/DET) and impact	Moderate	Monitoring