Project Closeout Report
Presented to the IT Committee September 25, 2014

Project Name: Office of Management and Budget(OMB)-Recruiting Solutions(RS) Project

Agency: Office of Management and Budget(OMB)-Recruiting Solutions(RS) Project

Business Unit/Program Area: Human Resource Management Services (HRMS)

Project Sponsor: Laurie Sterioti Hammeren / Darin Schorsch

Project Manager: Darin Anderson

Objectives		
	Measurements	
Project Objectives	Met/ Not Met	Description
Implement an enterprise-level software system for recruiting and hiring employees	Met	Within 3 months of implementation 100% of state agencies that currently utilize PeopleSoft, will use the system templates for job postings.
	Met	Upon implementation the RS system will store an electronic record of all candidates who applied for the position.
Online application process for candidates to submit applications with the ability to save a profile to apply for multiple positions.	Met	Upon implementation the candidate portal will be available 24/7 for candidates to apply for positions at any time.
	Met	Upon implementation paper application submissions will be reduced by 85%.
Online prescreening process for candidates to ensure they meet the minimum qualifications for the position.	Met	Upon implementation, If applicant does not meet minimum qualifications or standard criteria, they are disqualified. The qualified applicants are identified in the system and proceed through the application screening process.
RS will deliver job offers to applicants with notification via email and job offers posted in the applicant's portal. This will include the status of the application and job offers.	Met	Upon implementation RS will use templates for job offer letters and emails to communicate with candidates
Use RS to define the interviewing team, generate Certificate of Eligibles, schedule interviews with the interviewing team and applicant(s), maintain record of the interview guides, and update applicant status.	Met	Within seven days of the Certificate of Eligibles being created, the RS system will notify Recruiters and Hiring Managers through email. Recruiters and Hiring Managers will then have the ability to use RS to schedule interviews with applicants. Applicants will be notified within 24 hours (via email).
	Met	RS system will maintain a record of interview guides for the interviewing team
	Met	RS system will integrate with current scheduling systems such as MS Outlook for scheduling interviews
Track all applicants that have applied for each position based on EEO/ Affirmative Action categories	Met	Once the position filled the required statistics will be available to the requesting agency(s) within RS.

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Schedule Objectives					
Met/ Not Met	Original Baseline Schedule (in Months)	Final Baseline Schedule (in Months)	Actual Schedule (in Months)	Variance to Original Baseline	Variance to Final Baseline
Met	3	3	3	0	0

Budget Objectives					
Met/ Not Met	Original Baseline Budget	Final Baseline Budget	Actual Costs	Variance to Original Baseline	Variance to Final Baseline
Met	$885,542	$870,902	$573,894.60	13.7% Under	**12.1% Under

**Budget to actuals in terms of Variance include initiation, Planning and post production support costs. Variance calculations only reflect project execution percentages.

Major Scope Changes
1. Reduced Training payment due to lack of training staff by the vender.

Lessons Learned
1. Use SME's for training. Train the trainer works out the best.
2. Involve project manager earlier in the project (initiation phase) to assist software development with estimates.
3. Be careful doing projects and upgrades at the same time. Doing projects and upgrades at the same time added changed the whole upgrade path and introduces risk to projects.
4. Cross training developers helped the project. When issues arose, more developers available to assist
5. Allow for more timing during application upgrades and implementation.
6. For acceptance management, review deliverables/milestones periodically at our status meetings.

Success Stories
1. Paperless application system for state government
2. Applicants like the notice they receive when applications are submitted
3. Sharp increase of the number of applicants (number of quality applicants (min quals screening))