

IV&V RFP Content Regarding Monthly Report Dashboard Information

In addition to the IV&V vendor's detailed list of recent findings and the status of previous findings, each IV&V report should include a main visual dashboard with the IV&V vendor's best understanding regarding the current state of findings, cost/spending, schedule, and the solution scope completion. This dashboard should be a single page summarizing the state of the project with visual charts. Specifically, the following information should be available on the main dashboard, based on information available to the IV&V vendor from the State of Hawaii and the solution vendor(s). In case any of this information was not available for the IV&V vendor, the report should state the reason for omitting that data.

IV&V Main Dashboard Requirements

- Cost
 - The amount of the original vendor award(s) in scope for the project
 - A list of dates and \$ amounts of any funding for the project in addition to the original award
 - The funds paid out so far
- Schedule
 - The original baseline project schedule
 - The current projected schedule
 - How many times has the scheduled been re-baselined?
- Solution Scope Completion
 - Estimated percentage of (RTM) scope implemented so far
 - Estimated percentage of testing completion for the currently implemented scope
 - A list of dates and brief explanations of any solution scope reduction/expansion

Each IV&V report should also include a page explaining the current state of organizational management activities related to the project. This section of the report should contain the following information.

Organizational Change Management Page

- Leadership Involvement
 - The organizational roles of State of Hawaii project sponsor(s)
 - Record of any change/turnover in project sponsorship
- List of stakeholder solution user groups with OCM activities completed so far for each group
- Vendor Team
 - Vendor team roles contractually committed to the project
 - Are all the baseline vendor roles currently active?
 - Record of turnover if any for each vendor role
- State Team
 - Original baseline State of Hawaii project roles assigned/needed
 - Are all the baseline state roles currently active?
 - Record of turnover if any for each state role