CITY OF MADISON PROJECT STATEMENT (DRAFT)

2/20/20

Project Name	Legislative Management System
Executive Sponsors	Sarah Edgerton, IT Director, Kwasi Obeng, Council Chief of Staff
Project Manager(s)	Ken Moen, IT Department
Primary Stakeholder(s)	Lisa Veldran, Common Council Office Maribeth Witzel-Behl, City Clerk Laila D'Costa, Mayor's Office Diane Althaus, City Attorney's Office

Overall Project Description
Funding for this project includes the purchase of a new system for the administration of the City's legislative processes, including the tracking of committees and commissions. This project would include the replacement of an obsolete committees and commissions system (Mayor's Office) from the mid-1990's system and integrating two systems into a single platform (2019 budget). Project would also review the Task Force on Structure of City Government Final Report for any recommendations that would influence the process of purchasing a new legislative management system and utilize any Racial Equity Social Justice tools during the review process to ensure all residents' needs are considered.

Business Need *(Why is this project important?)*
There is a high need to replace the legacy software that is currently being used by city staff. This project will consider a variety of needs from many different users of a legislative management system: more transparency, more intuitive user interface, better alerts, integration of calendaring, better integration of video, ability for online public commenting, better committee module (vacancies, applications, admin - Mayor's Office), web-based back-end, ability for better data analysis, and the application program interface (API).

Project Definition	
Project Goals (Time estimates are targets only and subject to change)	Improve the processing of legislative documents to create more efficient, intuitive and automated workflows that improve submissions and manageability, transparency, and accessibility. The system will provide a simple user interface tool to help administrators manage users including password resets, creating and provisioning, blocking and deleting users.
Project Scope	In scope: Replace or upgrade existing Legistar legislative management system, board and committee management, staff information, platform hosting, calendar management, API, Council agenda creation and process flow, community engagement (text messaging) Out of scope: video
Project Deliverables	Citizen electronic commenting Board and committee management Streaming video integration Robust notification on legislation, meetings, minutes, voting Robust calendaring Robust API Integration with other City systems (SharePoint/KnowledgeLake, ESRI, Accela, Cityworks) Ability to take notes directly on agendas Online search capability – simple and advanced Responsive design

	Cloud platform Robust reporting – inline for users Test site Document tracking Automatic email reminders and deadlines to staff Find orphan items Auditing tools Version control, track changes Records management
How will outcomes of the project be measured?	Residents, elected officials, community stakeholders will easily find the information that they are interested in and clearly understand the legislative process. City staff will be able to be trained to navigate the internal database easily in order to create legislative files, agendas and minutes.

Stakeholders	Responsibilities / Activities
Lisa Veldran	System Admin, Training
Lisa Starczewski	Records Management
Laila D'Costa	Committee, Commission and Board Appointment Management
City Clerk's Office – Point Person to be identified	Records, processing, agenda creation

Project Constraints and Risks
None identified at this time.

Milestones
1. Publish RFP 2. Choose vendor 3. Negotiate contract 4. Design work 5. User Acceptance testing 6. Implementation prep 7. Go-live 8. Acceptance and sign-off

Communication Plan *(What needs to be communicated? When is communication needed? To whom? How? Include outreach to the public if that is a part of this. *Attach Communication Plan if needed.)*
To be developed.

Change Management / Issue Management *(What is process for addressing concerns of those impacted? How will decisions be made? How will changes be made?)*
To be developed.

Sponsor Sign-Off

_____ Date: _____
SIGNATURE

Director of Information Technology Sign-Off

_____ Date: _____
SIGNATURE

Common Council Chief of Staff Sign-Off