Division of Local Assistance

Local Assistance Program Business Process Review

Transportation Co-Op Committee

May 30, 2019

Opening Remarks

- ## Welcome
  - Ray Zhang

- ## Introductions
  - The Highlands Consulting Group

Project Scope

- ▸ Evaluate relevant LAP processes and systems

- ▸ Identify problems and opportunities

- ▸ Analyze alternative solutions

- ▸ Develop a roadmap to achieve best solution

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Relevant Project Activities

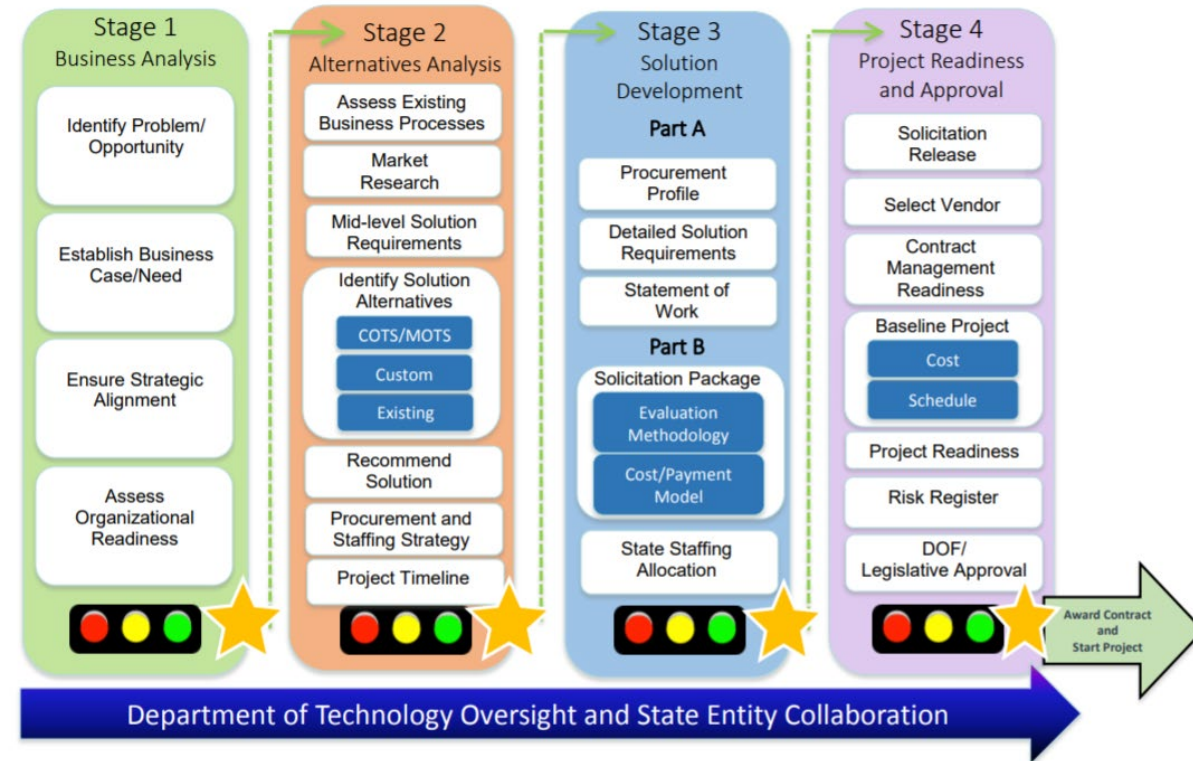| Tasks	Key Activity	Timeframe
Analyze LAP Business Process	Stakeholder Meetings to identify system objectives	July – September 2018
Document the "As Is" and "To Be"	Workshops with SMEs	August 2018 – January 2019
Perform Gap Analysis	Follow-up Meetings with SMEs	December 2018 – February 2019
Analyze LP2000 Alternatives	Market Analysis and Demonstrations	December 2018 – April 2019
Create Solutions Roadmap	Follow-up Meetings with SMEs	April 2019 – June 2019

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Relevant Project Objectives

1. Implement a modernized, supportable system or service to meet current and expected business needs.
2. Enable users to capture, track, and report on project or program activity and communications.
3. Create an electronic self-service mechanism for local agencies to submit their data and documents.
4. Provide external partners the ability to query their project status and produce accurate reports.
5. Provide a dashboard for LAP staff and external partners to view and access relevant project, portfolio, or program information.
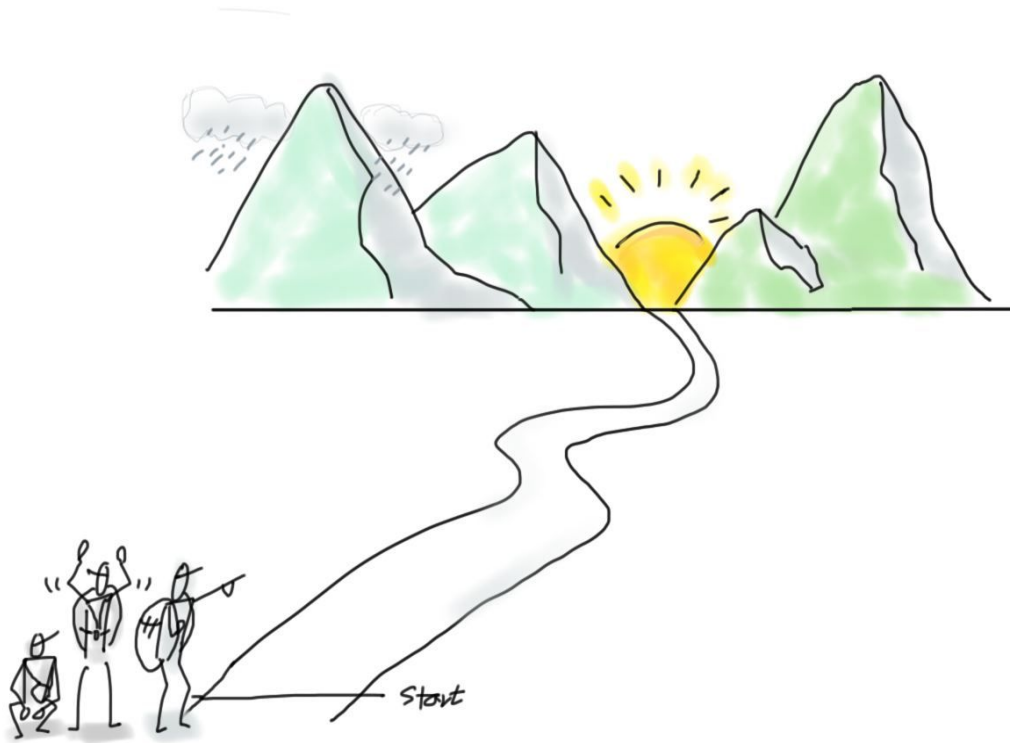
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Next Steps

▸ State project process involves

- Project planning and approval process
- System design and delivery
- Potential for incremental improvement

▸ Plan includes an external portal for local agencies

Project Approval Lifecycle Framework

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Next Steps

- Project Steps
  - Complete the Roadmap
- LAP Steps
  - Execute recommended near-term changes
  - Pursue longer-term procurements

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Thank you!

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