

Information Technology Capital Investment Program  
Project Status Report

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**To:** Information Technology Strategy and Investment Committee  
John Vittner, Office of Policy and Management

**From:** Irene Garcia

**Email:** irene.garcia@ct.gov

**Agency:** Department of Energy and Environmental Protection

**Project:** ezFile Electronic Permitting - Phase 2

**Project Manager:** Michael Trahiotis

**Reporting Period:** Project Inception through 12/31/2019

**Total Funds Requested:** \$9,250,000

**Total Funds Allotted to Agency:** \$1,250,000

**Accumulative Total Capital Fund Expenditures to Date:** \$643,871

**Brief Project Description/Summary:**

The ezFile Electronic Permitting project will extend the DEEP ezFile platform to incorporate the remainder of DEEP's application, licensing, permitting, and registration processes. ezFile currently includes less than a dozen e-permitting processes. However, DEEP has over 120 application, licensing, permitting, and registration processes which currently rely on paper-based application submittals, old legacy technologies, and manual review processes. This project will provide a more streamlined, efficient approach to both the external public interface and internal workflows based on lessons learned from previous projects. The focus of the project will be on the intake process to increase our services and online presence to the public by offering expanded electronic filing options. The project will leverage existing SIMS workflow functionality for use by internal DEEP staff. Additional functionality will be introduced to SIMS in order to provide staff with the tools to review electronic submittals and communicate with applicants throughout the various workflow steps.

The project will occur in multiple phases with the first being a proof of concept (POC) phase consisting of around ten filing types selected to represent a cross-section of the various DEEP business areas. An Agile project management approach comprised of multiple phases/sprints and incremental deliverables will be leveraged. After completion of the POC, DEEP will proceed forward with a second grouping of filing types leveraging similar development and incorporating additional lessons learned from the POC. After completion of each grouping, DEEP will proceed to the next grouping where the number of concurrent work threads will be increased in order to meet a more compact timeline. We will continue with these sprints until as many as possible or all filings can be completed.

**Summary of Progress Achieved to Date:**

DEEP met with DAS BEST regarding the Business One Stop initiative. Per discussion with BEST, the ezFile Phase 2 project contains common elements including sites and GIS functionality also required by other agencies and could benefit from leveraging BOS. DEEP will plan to leverage the BOS contract and stay in close coordination with BEST to leverage the BOS platform and services.

OIM is working on a SOW with vendors to provide an Agile assessment in order to identify DEEP readiness and resulting in an Agile transformation plan including training options for management, business, and IT and coaching options as part of this project.

DEEP is onboarding an on-site database engineer to work with agency IT staff to implement database changes needed to stabilize and optimize our enterprise SIMS database. The existing ezFile platform and ezFile phase 2 utilize SIMS as the database of record and it's stability is critical to support this initiative.

**Issues and Risks:**

- Dependency on completion of other DEEP priority projects for availability of IT resources.
- Dependency on successful go live of DEEP common modules project which will be leveraged within ezFile Phase 2.

**Next Steps & Project Milestones:**

- Leverage the Business One Stop (BOS) contract for ezFile Phase 2. This will allow DEEP to accelerate the procurement process, select from a more qualified pool of vendors, and stay in line with the state's Business One Stop platform and services. DEEP will convert the previously drafted RFP to an SOW and distribute to vendors on the BOS contract.
- DEEP will continue to develop an Agile transformation plan.
- OIM continues to engage with the DEEP program staff and management to finalize the list of POC candidates and begin definition of specific permit application business requirements.