

Report Title: Appendix A 10 - 12 Report

Agency: Department of Business Assistance (DBA)

Date: 9/22/2010

Agency Head Approval:

Yes

Major Projects

Business One Stop - Phase II

Appropriation Act/Funding Status	Active Project - Funded
<p>Summary: Business One Stop Phase I completed mid-2008 provided a proof-of-concept model for determining the feasibility and practicality of a portal approach to business registration for new businesses within the Commonwealth. Phase I was funded by a PIF (Productivity Investment Fund) grant. The project supported Governor's Initiative and was implemented to support Code of Virginia - 2.2-904.1 -- .</p> <p>After an evaluation period VDBA determined that the portal concept and its possibilities met or exceeded their expectations but that the technology solution used would be too costly and lacked the flexibility and scalability needed for future expansion of new functionality and for adding additional agency and locality users. Hence the need to explore other technology solutions and migrate Phase I functionality to a more robust and comprehensive technology platform. The Business One Stop Phase II will migrate the functionality of Business One Stop Phase I to a more robust and scalable technology platform. It will also add functionality, including fee collection, services to existing businesses and data integration to other agencies involved in business registration activities.</p> <p>BOS – II is also approved and sponsored by PIF.</p> <p>Project Scope is found in the Project Charter.</p> <p>Project Approach:</p> <p>The development approach is to have two releases; Release 1 will provide a 'core' product (the intake screens for common elements, data store, web services for data sharing, fee collection module). Release I expects data sharing with DMBE, Taxation and DGS. It is to be noted that BOS will provide the framework required for this integration but the success of integration will also depend on the partnering agencies ability to do the necessary modifications in their systems.</p> <p>This will be followed by a Release 2 that will add additional features for servicing existing businesses. Release 1 and Release 2 constitute this project. Once the web service is in place, other agencies that are engaged in business formation will be able to integrate as and when they are ready as enhancements to the BOS Phase II.</p> <p>Complete project scope can be found in Project Charter.</p> <p>Release 2 will be reviewed and approved by the SOC prior to entering its execution phase.</p> <p>The project proposes to use a matrix organization for delivering the solution and will follow Commonwealth standards for project management. VDBA will engage VEAP to manage, develop, deliver and maintain the solution. The project has been assigned a PMI certified PMP Project Manager who is on the Commonwealth's list of approved project managers for major projects. Subject/Functional Matter Experts will be provided from the participating agencies and will assist in requirements and acceptance testing.</p> <p>Detailed requirements, workflow analysis, system design and full technical solution will be developed as</p>	

part of the project development lifecycle (SDLC) process.

Project Solution:

The solution is envisioned as a web based portal that will serve the needs of a new or an existing business. The portal will have a registration module, a wizard like process (decision tree) to gather data about their new or existing business, a results page with information and pre filled forms, a CRM module, a fee collection module and web services that will allow sharing of data with DGS, Taxation, and DMBE. VEAP intends to use Flex (JAVA based, ADOBE development tools), ADOBE Lifecycle Forms, Microsoft CRM, and Microsoft SQL Server. The hosting and management of the solution will be provided by VEAP.

Customers initially served will be entrepreneurs and existing businesses, VDBA, Taxation, DGS and DMBE. Taxation, DGS and DMBE are limited to receiving data via web services. The agencies will be involved in data requirements for common data elements and testing. VDBA will be involved in application requirements, workflow, and user acceptance testing.

Expected Be

Is this a proposed project or the continuation of an active project? (Proposed or Continuing)?			Continuing	
Planned project start date:	9/23/2009	Planned project end date:	8/31/2010	
PPEA Involvement:				
Estimated Costs:	Total	General Fund	Nongeneral Fund	
Project Cost (estimate at completion):	\$335,000			
Estimated project expenditures first year of biennium:	\$0	\$0	\$0	
Estimated project expenditures second year of biennium:	\$0	\$0	\$0	
Service Area			Weight	
325 DBA 53418 Business Formation Services			Primary	
Project Related Procurements				
There are no procurements for this project				
Procurement Description:				
Planned Delivery Date:				

There are no non-major projects for this agency.

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