**MISSION STATEMENT (the “WHAT”)**

Develop a collaborative approach to working with other states to share what is being done to minimize non-payment of child support. We plan to develop a platform that will allow states to share approach, methodology, metrics and other items that they are doing to manage this issue.

**BUSINESS DRIVERS (the “WHY”)**

* Strengthen Partner/Stakeholder relationships
* To increase collaboration amongst states in an effort to minimizing non-payments and increase collection rates

**SCOPE**

 **In Scope**

A phased approach would allow a more agile/iterative approach to the project so we are not trying to deliver too much, too soon, without really having delved into capabilities, options, proof of concepts, resources, etc.

1. Phase one: Develop a sharing platform for states to share variables, results, methodologies and approach
	* Define template for site information (How we upload information, formats, etc)
	* Agree on definitions of non-common language (Non-common are those words used differently across states)
	* Use federal data definitions as base
	* Proof of concepts (Trials for different approaches, see what options are available, feasibility studies)
	* Format results narrative (template)
	* Determine ongoing opt-in and opt out options
2. Phase two: Develop A platform that hosts automated models that allow for plug and play ability
	* Send and receive date securely to sharing platform or input test data
	* Determine data file standards/format
	* Ability to input test data into different models shared on the platform and manipulate variables/models based on need
3. Phase three: Develop a metrics engine
	* Scope/requirements of this work will be determined later.

 **Out of Scope**

* Centralized repository of IV-D data for all states
* Legislation

**SCHEDULE**

* Phase one:
	+ Schedule monthly meeting
	+ Finalize Charter
	+ Perform discovery and proof of concepts
	+ Gather requirements
	+ Agree on variable definitions or way to manage cross state understanding
	+ Determine/discuss opt-in/opt-out options
	+ Determine best approach
	+ Identify resource need
	+ Begin configuration and build
* Phase two—TBD
* Phase three—TBD

**BUDGET**

* To be determined by Interstate Collaborative

**SUCCESS CRITERIA**

* Phase 1: A solution that allows for shared approaches
* Phase 1: A simple opt in/out solution
	+ A plan for managing cost for late adopters
* Phase 2: A solution that analyses and scores data for all participating states
* Phase 3: A solution that produces metrics for all participating states

**DELIVERABLES**

* Phase one: Platform that allows states to share models, approach, methodology for predictive analytics
* Phase two\*: Automated solution that allows for plug in play of models, methodologies, variables.
* Phase three\*: Metrics engine

\*Based on what we discover and/or the outcome of Phase one, scope of phase two/three may change

**KEY RESOURCES / RESPONSIBILITIES / AUTHORITIES**

|  |
| --- |
| *Identify the key roles needed. Describe why these roles are needed and what level of authority the role has within the scope of the project.* |
| **Role** | **Responsibility / Authority** |
| TBD by Phase |  |
|  |  |
|  |  |
|  |  |

**ASSUMPTIONS / CONSTRAINTS**

* Phase one:
	+ Assumptions:
	+ Someone will need to manage the platform
	+ More states than current workgroup participants are interested in the effort
	+
	+ Constraints
	+ State participation
	+ File configuration, format, and size
	+ IT Security standards
	+ Cost
	+ Data transfer capabilities
* Phase two: TBD
* Phase three: TBD

**DEPENDENCIES**

* State participation and availability
* Budget
* Technology
* Agreement on requirements

**APPROVALS**

*Identify all stakeholders who must approve the charter*

This project charter has been reviewed and approval is granted to move forward with the project as outlined in this document.

­//Approved// 4/6/17 //Approved// 4/6/17

Signature Date Name Date

*Wally McClure, Executive Sponsor Richard Ordowich, Executive Sponsor*

//Approved// 4/6/17 //Approved// 4/6/17

Name Date Name Date

*Dennis Putze, Executive Sponsor Kristen Brolsma, Project Sponsor*

//Approved// 4/6/17 //Approved// 4/6/17

Name Date Name Date

*Terry Gates, Project Sponsor Susie Gager, Project Sponsor*

//Approved// 4/6/17 //Approved// 4/6/17

Name Date Name Date

*Kristen Lorsung, Project Sponsor Alisha Griffin, Project Sponsor*

//Approved// 4/6/17

Name Date

*Regina Newman, Executive Sponsor*

//Approved// 4/6/17 //Approved// 4/6/17

Name Date Signature Date

*Kyle Lapastora, Project Manager Johnathan Texidor, Project Manager*

**VERSION CONTROL**

*Capture the next consecutive numerical identifier to identify the iteration being presented.*

|  |  |  |
| --- | --- | --- |
| **Version***(0.## - pre final draft**##.## - post final draft)* | **Date** | **Description** |
| **0.01** | **12/13/16** | **Initial draft** |
| **0.02** | **3/1/17** | **Refined draft – 3 phase approach** |
| **0.03** | **4/6/17** | **Approved Final Draft** |
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