Speculation Tax Project Status Report	Report Date: 14 Sept 2018

Schedule: Green	Scope: Green	Budget: Green

Milestones

Deliverable	Status1 (NS, IP, C)	Baseline Start	Revised Start	Baseline Finish	Revised Finish
Rollout 1 – Taxpayer Registration					
R1 Preparation					
Prepare project plan	C	07-May-18		11-May-18	
Identify project team members and assign to work teams	C	07-May-18		11-May-18	
Conduct kick-off meetings	C	10-May-18		10-May-18	
Inventory inputs and outputs	C	07-May-18		11-May-18	
BA training	C	07-May-18		11-May-18	
Definition					
Conduct definition meetings	C	14 May 2018		15 June 2018	
R1 Development					
Correspondence	IP	18-Jun-18		26-Oct-18	
Reports	IP	18-Jun-18		26-Oct-18	
Interfaces	IP	18-Jun-18		26-Oct-18	
Development tasks	IP	18-Jun-18		26-Oct-18	
Review configurations	IP	30-Jul-18		26-Oct-18	
Application security	IP	18-Jun-18		03-Aug-18	
R1 Testing					
Test planning	C	07-May-18		18-May-18	
Business testing	IP	16-Jul-18		28-Sep-18	
Performance testing	IP	10-Sep-18		28-Sep-18	
R1 Training					
Training strategy	C	14-May-18		01-Jun-18	
Training plan	C	04-Jun-18		27-Jul-18	
Train trainers	NS	01-Oct-18		26-Oct-18	
R1 Rollout					
Cut-over checklist	IP	07-Aug-18		31-Aug-18	
Desk side support plan	NS	09-Oct-18		19-Oct-18	
Help desk plan	NS	09-Oct-18		19-Oct-18	
ST R1 go live	NS	01-Nov-18		01-Nov-18	
Rollout 2 - Tax Billing, Financials and Payments					
R2 Preparation					
Inventory inputs and outputs	C	07-May-18		11-May-18	
BA training	C	07-May-18		11-May-18	
R2 Definition					
Conduct definition meetings	C	14 May 2018		15 June 2018	
R2 Base Configuration					
Define preliminary configuration	C	21-May-18		01-Jun-18	
Perform preliminary configuration	C	04-Jun-18		27-Jul-18	
Verification	C	30-Jul-18		03-Aug-18	
R2 Development					
Correspondence	IP	09-Jul-18		16-Nov-18	

[1] Status – NS=Not Started, IP= In Progress, C=Complete

Reports	IP	09-Jul-18		16-Nov-18	
Interfaces	IP	09-Jul-18		16-Nov-18	
Development tasks	IP	09-Jul-18		16-Nov-18	
Review configurations	IP	07-Aug-18		16-Nov-18	
R2 Testing					
Test planning	C	07-May-18		18-May-18	
Business testing	IP	07 Aug-18		02 Nov-18	
Performance testing	NS	05 Nov-18		30 Nov-18	
R2 Training					
Training strategy	C	14-May-18		01-Jun-18	
Training plan	C	04-Jun-18		27-Jul-18	
Train trainers	NS	05-Nov-18		30-Nov-18	
R2 Rollout					
Cut-over checklist	NS	09-Oct-18		09-Nov-18	
Desk side support plan	NS	03-Dec-18		14-Dec-18	
Help desk plan	NS	03-Dec-18		14-Dec-18	
ST R2 go live	NS	17-Dec-18		17-Dec-18	
Rollout 3 - Audit and Non-Critical Functionality					
R3 Preparation					
BA training	NS	2-Jan-19		4-Jan-19	
Inventory inputs and outputs	NS	7-Jan-19		25-Jan-19	
R3 Definition					
Define requirements	NS	7-Jan-19		15-Feb-19	
R3 Development					
Correspondence	NS	19-Feb-19		26-Apr-19	
Reports	NS	19-Feb-19		26-Apr-19	
Interfaces	NS	19-Feb-19		26-Apr-19	
Development tasks	NS	19-Feb-19		26-Apr-19	
Review configurations	NS	19-Feb-19		26-Apr-19	
Application security	NS	19-Feb-19		26-Apr-19	
R3 Testing					
Test planning	NS	4-Mar-19		22-Mar-19	
Business testing	NS	29-Apr-19		14-Jun-19	
R3 Training					
Training plan	NS	4-Mar-19		22-Mar-19	
Train users	NS	3-Jun-19		21-Jun-19	
R3 Cut-over					
ST R3 go live	NS	24-Jun-19		24-Jun-19	

Reasons for Variance	**Corrective Action**
1.	

Accomplishments	**From: 01 Sept 2018**	**To 14 Sept 2018**

Project Management

- Monitor progress and issues
- Attend policy updates from Tax Policy.

Requirements and Development

- Audit and Discovery – Discovery process to generate SPT Initial Outreach Declaration letter has been configured and is ready for initial system testing.

- Billing & Collections - Met with RMO and finalized the collection processes for the ST liabilities, such as automated Legal Notices and dunning.
- Customer - Case Validation: DateOfBirth < 16y. Add standard work items: BA Review, Reminder, Notification
- eTax - Penetration testing feedback is implemented. Core reviewed the validation BO and lockout procedures. Implemented changes to exemptions received from the business about the declaration. Demoed the request to multiple user groups. Created the dynamic confirmation page based on your exemption status. Confirmation page now has ability to start new request. Confirmation page can estimate tax due in case of not exempt. New request for tax estimation is built with pre-pop of properties. Relationship to owner table is built and populated.
- Financials - Confirmed amendment behavior given recent change in policy
- Mail, Imaging, and Reporting - Completed report inventory. Held BC Mail kickoff meeting. Started development on BC Mail reconciliation interface
- Payments – No activity.
- Refunds - Completed ST Refunds letter development.
- Returns - Continued refining calculation rules on SPT return. Created amendment tables
- Revenue - Completed transaction and payment mapping spreadsheets
- Security - no activity

Interface

- LTSA ownership extract
  - Agreed to completed interface specification
  - Completed development to load data
- BCA Assessment Roll
  - SPT Candidate Flag
    - Provided feedback to BCA on logic setting flag
    - Defined schedule for BCA to develop and provide test data
  - Non-candidate owners
    - Defined solution for maintaining list of non-candidate owners
  - System load
    - Implemented loading and viewing additional data fields

Testing

- Testing is underway for eTax registration. Testing underway for Rollout 2

Training

- Train the Trainer Week delivered to Leah, Amber, Silkca and Heather
- Keri and Amber Scope Meeting
- Delivery Workbench Training for risk assessment auditors (FRCR)
- Attending Requirements Meetings
- Establishing Learning Objectives from Meeting Minutes

Planned	**From: 15 Sept 2018**	**To 28 Sept 2018**
Project Management		

- Continue project planning materials
- Monitor project execution and requirements meetings

Requirements and Development

- Audit and Discovery – Continue development of SPT Initial Outreach Declaration configuration.
- Billing & Collections - Complete configuration of the collection processes. Reach a decision of how to assess the ST penalties and whether they require a separate NOFA. Complete report and letter check in.
- Customer - Possibly mask BCA Ownership ID . 12 chars. starts with "NA". Process to register non-filers
- eTax - Web publishing query for tblBC_WebSPTFolio. Processing BO to update the lead with declaration web request key. Handle BCA adding or removing properties. Update SPT Return for income based credits
- Financials – Implement changes to penalties and work to complete development.
- Mail, Imaging, and Reporting - Final steps of letter inventory. Develop interface for BC Mail reconciliation (received specs on Sep 12). Load testing of SPT Outreach (Hoping to send BC Mail first test by Sept 21). Splitting definition for Annual Outreach into smaller definitions based on who is responsible for development/testing (re. discussion with Louise). Supporting writing and testing of scenarios
- Payments – No activity
- Returns - Finish income credit calculation on returns. Set up amendment process. Set up ownership % look-up BO
- Revenue - Continue weekly FM check-in
- Security - receive org chart from the business and create groups and begin security groups and role definition.

Interfaces

- LTSA title extract
  - Schedule meeting to define detailed work plan, including schedule.
- BCA Assessment Roll
  - Complete implementing loading and viewing data fields

Training

- Begin Development of Leader Guides with Trainers

Privacy and Security Documentation

- FRCR – no activity for this period.

- STRA – Meet with Richard Barlow.

- PIA – waiting on decision about whether a system PIA required.

New Issues (issues raised since last status report. Issues will be moved to the issue log for review at project status meetings)

1. Financials testing has been delayed by one month due to policy decision reversal on BCA supplemental assessments.

Risks (risks being actively managed by the project team. All risks recorded in the project risk register)

1. s.13

News Events Warnings (items raised since last status report)

1. Waiting on the business to finish defining the organizational structure of ST, so that Fast can find out what groups and users we need to create for security. Time is becoming critical on this deliverable.
2. Demos of the declaration to executive staff and external stakeholders have received good response and feedback. Additional demo's planned.
3. Continue to monitor progress of design and development of key interfaces with BCA and LTSA. This is critical to correctly identifying candidate properties and being able to send outreach letters with login information
4. Performance load testing is going well. Estimate that up to 120,000 declarations can be processed per hour. Number of out reach letters printed per day is approx. 80,000. So there are no concerns about being able to process the volume of declarations if taxpayers complete their declaration soon after receiving their letter. If taxpayers delay until the due date we may need to add additional hardware to handle peak loads without a service disruption. Key metrics to track progress are being defined for reporting.
5. s.13
6. Change of testing resource for e-tax declaration is a concern. Need to keep stability and ensure continuity of testing.

Staffing (staffing changes or holidays, notable performance or staffing news raised since last status report)

Ministry

- No issues
- Vacations:

Name	Dates
s.22	

Fast:

- No issues.
- Vacations:

Speculation Tax Project Status Report	Report Date: 14 Sept 2018

Who	Start	End

s.22

End of Status Report

Speculation Tax Project Status Report			Report Date: 28 Sept 2018		
Schedule: Green		Scope: Green		Budget: Green	
Milestones					
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R3 Training					
Training plan	NS	4-Mar-19		22-Mar-19	
Train users	NS	3-Jun-19		21-Jun-19	
R3 Cut-over					
ST R3 go live	NS	24-Jun-19		24-Jun-19	

Reasons for Variance	**Corrective Action**
1.	

Accomplishments	**From: 15 Sept 2018**	**To 28 Sept 2018**

Project Management

- Monitor progress and issues
- Attend policy updates from Tax Policy.

Requirements and Development

- Billing & Collections - Internal discussions about collection requirements and design.
- Customer - Modified Reg Case to support auto-staging/completion from the Lead for non-declarers.

- eTax - SPT Estimator completed. SPT Declaration Exemptions are added and updated. SPT Declaration residency step for corps is updated. Styled and configured SPT Declaration application SVT. Added HTML/CSS for marketing team to plug in header and footer. Multiple demos of the declaration
- Financials - None
- Payments - None
- Revenue - Created transfer transactions revenue testing slice
- Mail, Imaging & Reports - Completed load testing for Outreach mailout (100,000 letters send in under 30 min). Creating mock-ups for the letter template. Completed letter inventory. Sent first test batches to BC Mail. Split definitions into more reasonable sizes that will work better for testing
- Refunds – no activity until rollout 3
  Returns - Prepoped percentage of ownership for common case scenarios. Updated BC Credit calculation. Confirmed Income based Credit deduction limit
- s.15

Interface

- LTSA ownership extract
  - Supported Returns using this data for name matching
- BCA Assessment Roll
  - Completed implementation of loading and viewing data fields
  - SPT Candidate Flag. Provided feedback to BCA on logic setting flag

Testing

- Testing is underway for eTax registration. Testing underway for Rollout 2

Training

- Beginning to establish learning objectives in the leader guide
- Learning objectives brainstorm sessions

Planned	From: 29 Sept 2018	To 12 Oct 2018

Project Management

- Continue project planning materials
- Monitor project execution and requirements meetings

Requirements and Development

- Billing & Collections - Add the declaration letter ID and date on the NOFA. Configure collection auto-legal notices. Configure collection dunning cycle. Configure collection auto-assignment.
- Customer - Unit test various lead to registration scenarios for declarations received, amended or not submitted
- eTax - Update wording on the exemptions (26 exemptions). Additional wording updates. Working with PICS/Marketing Team/Communications for polishing.
- Financials - Complete amendment postings and begin financials testing

- Payments - None
- Revenue - Create payments revenue testing slice
- Mail, Imaging & Reports - Continue load testing. Corner test mailout using 'real' data in B2S. Send Test Run 2 & 3 to BC Mail. Start unit testing BC Mail interface
- Refunds – no activity until rollout 3
  Returns - Finish income credit calculation on returns. Set up amendment process. Finish percentage of ownership prepop.
- Security - meet with Audit group to determine if a new group is needed

Interfaces
- LTSA title extract
  - Plan testing approach
- BCA Assessment Roll
  - SPT Candidate Flag
  - Business to finalize logic BCA uses to set flag
  - Non-candidate owners
  - Begin developing solution to store and maintain list of SPT non-candidate owners

Testing
- Support testing for eTax and other functional areas.

Training
- Going to be creating a document with clear delineations of training responsibilities for SPT trainers in order to provide more concrete structure
- Continue to attend requirements meetings as availability dictates
- Establish learning objectives from meeting minutes
- Begin building leader guide skeleton

Privacy and Security Documentation
- FRCR – no activity for this period.

- STRA – Meet with Richard Barlow.

- PIA – waiting on decision about whether a system PIA required.

New Issues (issues raised since last status report. Issues will be moved to the issue log for review at project status meetings)

1. Waiting on BC Mail's development team to set up API so that we can finish our development on that interface. We've asked the developer directly about it several times and keep getting told that it should only take a day or two (this was a similar answer to RPT development).
2. Returned mail - we'll need a direction soon in order to develop anything unique for SPT in a timely manner.
3. Training was originally scheduled for Nov. 26th to Dec. 17th for all ministry staff including SBC and Maximus however the current agreement with SBC stipulates that there can be no training delivery until after the New Year. To accommodate this, the training team will maintain the same deadline of

Nov. 26th to complete the training slice, and curriculum. The delivery of the training can then take place at the discretion of the branch. This change will be reflected in the master training plan shortly.

Risks (risks being actively managed by the project team. All risks recorded in the project risk register)

1. Ability of the business to adequately test required functionality if requirements are changed may result in poor quality (errors) solution delivered to the public.

News Events Warnings (items raised since last status report)

1. Organizational model for staff has been defined and security design can begin..
2. Demos of the declaration to ADM at GCPE and Ministers staff have received good response and feedback.
3. Interface with LTSA is well in hand and risks associated with this work stream have reduced significantly
4. s.13
5. Collections requirements and development is behind schedule. Team is focusing on to bring it back to schedule.

Staffing (staffing changes or holidays, notable performance or staffing news raised since last status report)

Ministry

- No issues
- Vacations:

Name	Dates
s.22	

Fast:

- No issues.
- Vacations:

Who	Start	End
s.22		

Speculation Tax Project Status Report	Report Date: 28 Sept 2018
s.22	

End of Status Report