



AGENCY LEGACY SYSTEM REMEDIATION OR RETIREMENT

Roles and Responsibilities

One Washington/OFM:

- Provide the necessary information and business requirements to support the agency's development of a workplan by system, such as:
 - Phase 1A implementation methodology and timeline
 - FDM Blueprint and definitions
 - Individual Agency FDM Mapping (*if applicable*)
 - Integration design components (*if applicable*)
 - Conversion mapping and functional crosswalk
- Provide agencies with a template for legacy system remediations and status reports. One Washington will work with OCIO to define legacy system retirement template for agencies by Spring 2022.
- Administer and manage funding from [One Washington Technology Pool](#) (*as applicable*).
- Provide clear and consistent communications about functional and technical requirements related to agency legacy system remediations.
- Track system remediation progress via the Agency Readiness Checklist (ARC) and monthly status reporting processes.
- Manage integration unit and end-to-end testing (*if applicable*).
- Communicate [Governance](#) and business owner decisions that impact agency system remediation efforts.
- Review and consolidate agency legacy system remediation for overall reporting to OFM, OCIO, Legislative, and other key stakeholder groups.

The Agency:

- Agency must comply with changes to accounting and financial reporting standards resulting from the One Washington ERP implementation.
- The agency will be responsible for in-kind costs associated with remediation of their legacy systems, except if funded by the One Washington Technology Pool.
- Complete the template for legacy system remediations within 30 calendar days from receiving the One Washington agency legacy system remediation letter – Phase 1A.
- Provide a monthly status report based on approved legacy system remediations within two days after monthly close.
- Report risks/issues to the legacy system remediation process, such as upstream/downstream business or system impacts.
- Submit a written request for information needed from One Washington to complete remediation via One Washington mailbox and appropriate follow-up through AST network.
- Complete legacy system remediations by the Phase 1A go-live, including any end-to-end testing or other requirements needed.
- Agency legacy systems that will be replaced with One Washington will need to submit a retirement plan for each system and estimated cost, more information and a template will be provided to agencies in Spring 2022 for submission.
- Keep the One Washington Readiness Spreadsheet up-to-date (*please see Agency Legacy System Remediation and Retirement* | [Frequently Asked Questions](#) for instructions). This information is used by the One Washington program for planning and reporting purposes.

Office of the Chief Information Officer (OCIO):

- Review the agency's work plan and monthly status reports.
- Work with agencies on the planning and documenting the retirement of a retired system.
- Review disposition and make recommendations to affected agency systems to ensure alignment with the overall One Washington implementation roadmap, functionality, and State enterprise architecture.
- Collaborate with the agency, One Washington, and other stakeholders as needed to document current/future-state artifacts, and gap documentation.
- Aid in clear communications of technical and functional aspects, challenges, risks, and benefits of the proposed solution to remediate or retire agency systems.
- Support agency reporting of application portfolio data and assets.