



SL1 & SL2 Forms Redesign				
Project Plan Updated	June 15, 2021			
Target Completion Date:	November 30, 2021			
Owner:	Jody Black			
Support Personnel	<ul style="list-style-type: none"> • Vani Ganti (IT) • Mitchell Mercurio (IT) • Jody Black (DA) • Jane Ramirez (DA) • Compliance Team 			
Scope:	<p>The existing SL1 & SL2 Forms have not been updated in over 20 years. Many aspects of the form are confusing, redundant and an artifact of processes and systems no longer in place. In addition, we have implemented an OCR tool to assist in capturing data when the documents are submitted. The goal will be to create a form that:</p> <ul style="list-style-type: none"> • Consolidates several data points into the Confidential Report of Placement (SL1) and in the Diligent Search (SL2) • Eliminate the need for Cover Sheets • Eliminate duplicative requests for information among several documents • Update language for clarity • Design spaces to assist with OCR capabilities 			
Vendor (Y/N):	Yes. SLA Technology staff and Kikoda LLC.			
Budget:	\$80,000			
Budget Line Item(s) Where Funding Exists:	SL Form Reengineer Project			
Benchmark:	<p>Our benchmark includes a broad acceptance by the CDI and the broker community. A dramatic reduction in tags related to completing the two forms. The forms will be easier to complete and provide better presentation of the information.</p> <p>Testing will be done with broker community and provide data to the CDI supporting the improved quality of the information we receive from the brokers.</p> <p>With acceptance from the CDI, we will roll out the new forms to our Broker Community with training opportunities with DA and C&E.</p>			
Review Dates:	<p>Tentative Dates:</p> <ul style="list-style-type: none"> • 02/2021 – Requirements gathering and scoping • 10/2021 – CDI Presentation • 10/2021 – Development and Unit Testing • 12/2021 – User Acceptance Testing • 01/2022 – Pilot testing with key Brokers • 03/2022 – Adjust forms based on Broker feedback • 05/2022 – Distribution 			
Benchmark	Dependency	Status	Start	Finish
Requirements gathering and Scoping	SLA IT/Kikoda	Not Started	2/1/2021	
Comments:				



Benchmark		Dependency	Status	Start	Finish
Development and Unit Testing		SLA IT/Kikoda	Not Started	10/2021	
Benchmark		Dependency	Status	Start	Finish
CDI Presentation		CDI Acceptance	Not Started	10/2021	
Benchmark		Dependency	Status	Start	Finish
User Acceptance Testing and Production Launch		SLA IT/Kikoda	Not Started	12/2021	
Benchmark		Dependency	Status	Start	Finish
Pilot Testing with Key Brokers		Brokers	Not Started	01/2022	
Benchmark		Dependency	Status	Start	Finish
Adjust Forms		SLA IT/Kikoda	Not Started	03/2022	
Benchmark		Dependency	Status	Start	Finish
Distribution		SLA	Not Started	05/2022	
Accounting:	Date Paid	Funds Paid To		Amount Paid	
Total Paid on this Project:	\$0				

Budget Ledger:

Date	Remaining Budget	Invoiced Amount	to Complete	Variance	Notes

General Comments: