

Online Channel Office Project
Alliance Management Office Report
August 2011

1. Overview

Service BC was formed in 2004, centralizing service delivery for government to citizens and businesses. The channels to deliver these services include: in-person through Service BC Centres (formerly known as Government Agents offices); via the telephone through the Service BC Contact Centre (formerly known as Enquiry BC); and online through the government's homepage (gov.bc.ca) and BC OnLine. While the formation of Service BC centralized both management and policy for these channels, it did not provide a mechanism to connect and integrate information systems and information delivery. This resulted in:

- a) inconsistent information and messaging across channels;
- b) inability to complete transactions within and across channels;
- c) a fragmented approach to program governance, messaging and branding;
- d) duplicate costs to maintain and extend aging infrastructures; and
- e) an architecture that did not support the objectives of transforming operations to a citizen-focussed approach.

In June 2006, a master services agreement between the Province and IBM Canada was signed. The scope includes the management and operation of Service BC's contact centre and enterprise website environments, as well as various projects to improve service delivery such as the development of a channel management strategy. This agreement will help the Province to meet the following objectives:

- a) integrate the telephone, online and in-person service channels to provide consistent information and services to citizens;
- b) develop an approach to service channel management in which access to information and services, technology platforms, and business processes are developed around the needs of the citizen; and
- c) more effectively meet the needs of clients and customers within a new cost-effective and efficient service delivery environment.

In order to achieve the strategic outcomes identified above, the following projects were identified as foundational work to be completed:

- a) maintain the existing service levels for contact centre services;
- b) replace the existing contact centre infrastructure with current, IP-based technologies capable of integrating with other channels while providing additional features and functions;
- c) replace the current, aging portal infrastructure with newer equipment with the ability to handle increased demand for capacity and functionality;
- d) develop a new web presence to replace gov.bc.ca and migrate the existing content to the new platform; and
- e) deliver five “transformational” projects to enable Service BC to provide greater value to clients, stakeholders and customers.

For a more detailed description of the Service BC project, please refer to the Project Summary found at www.lcs.gov.bc.ca/asd/alliance/summaries.asp

In early 2009 the Online Channel Office (“OCO”), the branch responsible for the management of this agreement, was moved from Service BC. The Online Channel Office has joined the geo-spatial data service group to form the Corporate Data and Web Services (CDaWS) group and continues to be an integral part of the Business and Workforce Transformation division within the Ministry of Labour, Citizens’ Services and Open Government.

2. Status Update

Highlights – Year 1

- The first phase of web development was completed. The B.C. government homepage (gov.bc.ca) is now operating on a new technical platform with increased functionality.
- The new web operating environment met service levels consistently, and there were substantial improvements in the ability for clients to post and manage content.
- The transformation projects were substantially completed. The first phase of the “Channel Management” project was completed.
- The start of the contact centre infrastructure replacement was delayed approximately four months. Further delays were encountered by IBM Canada during project delivery. The completion date was moved to November 2007.

Highlights – Year 2

- The second phase of web development was completed. This second phase provides the foundation for implementing citizen services horizontally across government by enabling the integration of information and services across channels (telephone, online and in-person).

- The above new web development has allowed the Province to develop new websites for clients such as Canada Pacific Gateway, Online Resource for Ministry of Employment and Income Assistance, Welcome BC for Ministry of Attorney General, LiveSmart BC and the Ministry of Labour and Citizens Services Intranet.
- The web operating environment continues to consistently meet service levels.
- The replacement of the contact centre infrastructure was successfully completed in January 2008. The new technology will allow clients to implement features such as Interactive Voice Response, automatic skills based routing, computer telephony integration, call back and web chat.

Highlights – Year 3

- Availability of the new IPCC technology enabled the Province to provide contact centre services to Elections BC for the 2009 General Election and Single Transferable Vote Referendum, and significantly increased the call volumes for the contact centre for a four month period. All service level agreements were met or exceeded.
- Release 3 for the Content Management System was substantially completed allowing users to more efficiently update web content and create dynamic sites as well as integrating new CMS features to support content findability and Search Engine Optimization.
- Overall customer satisfaction of 95% through the Service BC Contact Centre (Enquiry BC).
- Benchmarking results through the Common Measurement Tool showed Service BC Contact Centre as top of class service in Canada.
- 135.90% increase in web content being hosted in the CMS.
- 43% increase in number of Content Management System users.
- Content Management System upgrade to support integration with the Vista platform.

Highlights – Year 4

- Release 3 for the Content Management System was completed, and OCO (now CDaWS) deployed a number of clients to the new system.
- 86% increase in web content being hosted in the CMS.
- 58% increase in number of Content Management System users.
- Implementation of single sign on for content management system users to align with Office of the Chief Information Officer policy.

- Joint review of contractual obligations in the Master Services Agreement and specific schedules to ensure contractual compliance.
- Joint review of structure of Schedule G of the contract (Portal Hosting and Application Management services) as a result of IBM Canada's capacity and capability constraints that have caused delays to some projects.
- Joint development and implementation of new governance principles, structure and templates.

Highlights – Year 5

- Adjust Schedule G of the agreement (Portal Hosting and Application Management Services) to remove IBM Canada's obligation to perform a hardware refresh and to restate the Application Management Services as Application Resource Services. The revised agreement provides the Province with direct control over hosting (consolidation under the hosting services provided by Shared Services BC) and specific application management services and skills.
- Projects this year for Welcome BC include website usability testing and telephone support for English Language Services for Adults. The Province's redesign of the gov.bc.ca website was supported by IBM Canada's Application Resource Services. BCeID Help Desk services were renegotiated to be co-terminus with the Master Agreement.

3. Challenges

- A complete pricing model and on boarding strategy is not yet available for the contact centre services, which has hampered the introduction of new clients onto the service.

4. Contract Objectives

The following are objectives taken from the project summary that was posted when the deal was originally signed. Where two or more objectives were substantially the same, only one was used here to provide status. The primary objectives of the contractual relationship are to:

- a. Objective - Provide service at the first point of contact with government.

Status - The transformational projects completed in 2007 identified the needs of our clients, customers and of effective citizen-centred service delivery. Operational capabilities have been built into both the contact centre and the web to enable Service BC and CDaWS to provide service at the first point of contact. Where possible, service delivery channels will provide integrated service, i.e., the same information/services are available over different delivery channels. To accomplish this, Service BC and CDaWS work with partner programs in government to extend service offerings consistently across channels. This work will evolve over time and be guided by parallel work towards citizen centred service delivery and inputs such as the "Citizens First 5" research.

b. Objective - Facilitate growth of the services, and the extension of the services to the broader public sector.

Status - The deal has seen growth in each contract year. It is anticipated that additional work will continue to be on-boarded to the operational stream (contact centre).

c. Objective - Enable the transformation of the delivery of services to the public with continuous improvement.

Status – Improvements to online service delivery has reduced the time required to develop, approve, and post new content. Similarly, the ability to deploy changes quickly, and to share content, has been greatly enhanced. Updates performed this year allow non-technical users to produce content that matches accessibility and standards compliance best practice for the web. The contact centre capabilities have also greatly improved with the implementation of Internet Protocol Contact Centre (IPCC) technology.

d. Objective - Provide the services in an efficient, cost-effective, transparent and accountable manner.

Status - Negotiated service levels have been met.

e. Objective - Protect the security and privacy of personal information.

Status - During this first five years of the contract, the security and privacy of personal information was maintained at all times. Both the Province and IBM Canada continue to work proactively to ensure safeguards are in place.

5. Service Commitments

Contact centre

IBM Canada provides the facilities and technology to establish, operate and maintain the Service BC Contact Centre each weekday, except statutory holidays, from 7:30 a.m. to 5:00 p.m. (PT). These services include:

- toll-free telephone referral and information services;
- email referral and information services;
- demand transfers to verified government phone numbers;
- electronic forms completion for the Multiple Address Change web form;
- management of information in the database;
- provision of service in English and other languages used by callers; and
- planning, design, implementation and testing of the new technology.

The new technology, over time, will provide the core platform for the Service BC Contact Centre, using Internet-protocol as the foundation for communication. The new technology has the following features:

- interactive voice response so that callers can receive information and be routed to the appropriate destination by using either their touch-pad or through speech input;
- automatic skills based routing, so that employees who are able to handle more than one type of call (or email, fax or web chat query) will receive those inquiries that fall within their pre-determined skill profile. Emails and faxes will be queued with calls, with calls having a higher priority;
- computer telephony integration, which would allow a caller (such as someone with a specific and ongoing relationship with a certain area of government) to enter some information prior to speaking to an agent (for example, a phone number or some other unique identifier). This information would then appear with the call to the contact centre agent; thus saving the customer from having to give that information again. There may also be a requirement for a call to be redirected to a specific program or ministry. In these situations, the customer and the information collected so far, would be transferred to program or ministry;
- a call-back feature so customers can enter their phone number and maintain the same place in the queue, or enter their number and time they would like the call to be returned; and
- the web chat feature would be used by customers who are, for example, filling out forms online. It would allow both the customer, and the contact centre agent, to view the form at the same time.

These features are available for use by various client ministries or agencies depending on their needs. This provides greater options for Corporate Data and Web Services clients in how services and information are received; thus making it easier for customers to interact with government.

Web Services

- The re-scoping of Schedule G of the agreement provides the Province with the ability to further consolidate its hosting services as well as management of the application support resource services. This creates the flexibility required to introduce new technologies and services at a rate that matches the speed of technological adoption by citizens. During the period of service transition, the core service levels remain in place under the agreement, while a number of administrative functions that are no longer relevant under the re-scoped agreement have been removed.

Application Management Support Services

The application management support activities are focused on the ongoing support and custom development that enables the overall web solution. Until completion of the Service Transition

project, IBM Canada provides the following application management support services for the remaining services:

- application management and administration;
- application support and workload management;
- emergency fixes; and
- enhancements and project support.

Application management services also include application change and configuration management; application operations support; content management system repository administration; service request and problem management; documentation; and other services.

On the effective date for the changes to Schedule G, the Application Resource Services commenced, and IBM Canada was no longer responsible for workload management and project support for the transition services.

Appendix A – Contract Objectives: Reporting on Results

Objective 1

The Service BC Contact Centre is to provide:

- equal access to current, reliable provincial government information for all British Columbia residents;
- excellent service at the first point of contact with government and refer and/or transfer to correct point in government;
- direct answers to common program enquiries;
- cost effective methods of accessing information about or communicating with the provincial government; and
- assistance to individuals in identifying the responsibilities of various levels of government.

| Activities (undertaken to achieve objective) | Results (Year-To-Date) |
|--|------------------------|
| Maintain existing service levels. | Achieved |
| Maintain existing satisfaction ratings. | Achieved |

Objective 2

Implementation of IP based technology to replace existing call centre infrastructure.

| Activities (undertaken to achieve objective) | Results (Year-To-Date) |
|--|------------------------|
| Launch of Internet Protocol Contact Centre (IPCC) project. | Complete |

Objective 3

Implementation of new web technology to replace existing portal infrastructure.

| Activities (undertaken to achieve objective) | Results (Year-To-Date) |
|--|------------------------|
| Install, test and operate web infrastructure to support new web application. | Complete |

Objective 4

Provide application maintenance and support services for the current, and new, web technologies.

| Activities (undertaken to achieve objective) | Results (Year-To-Date) |
|--|------------------------|
| Staffing of application maintenance team, development of roles, procedures and policies for support. | Complete |

Objective 5

Design, develop and implement new web application to replace existing site.

| Activities (undertaken to achieve objective) | Results (Year-To-Date) |
|---|------------------------|
| Complete first phase of project (external site). | Complete |
| Migrate existing content (external) to new application. | Complete |
| Design, development and implement internal web site. | Complete |

Objective 6

Implement “transformational” projects to enable Service BC to enhance service to clients, citizens and stakeholders while streamlining internal processes.

| Activities (undertaken to achieve objective) | Results (Year-To-Date) |
|---|------------------------|
| Perform stakeholder assessment. | Complete |
| Develop client relationship management strategy. | Complete |
| Perform customer needs assessment and segmentation. | Complete |
| Develop performance management and review strategy. | Complete |
| Develop channel management strategy. | Complete |

Appendix B – Service Commitments: Reporting on Results

Service Commitment 1

Contact Centre Service Levels

| Description | Results |
|--|-------------------|
| 85% of calls offered to the Service BC Contact Centre general enquiry and Multiple Address Change (MAC) queues will be answered within 20 seconds during operating hours, on a monthly average. | Service Level met |
| 95% of all calls offered will be answered, on a monthly average. | Service Level met |
| Each day 75% of e-mails received before 2:00 PM will be processed by end of business day, on monthly averages. All routine e-mails will be processed within one business day. E-mails requiring extraordinary research will be processed within two business days. | Service Level met |
| The currency of information disseminated by the Service BC Contact Centre staff utilizing the database will at no time exceed 100 days. | Service Level met |

Service Commitment 2

Web environment server availability Service Levels

| Description | Results |
|--|-------------------|
| Production supported servers will be available 99.9% during prime hours. | Service Level met |
| Production supported servers will be available 99.5% during non-prime hours. | Service Level met |
| Development, Test and training servers will be available 99.5% during all hours. | Service Level met |

Service Commitment 3

Web environment application availability Service Levels

| Description | Results |
|--|-------------------|
| The external web, internal web and search applications will be available 99.5% during all hours. | Service Level met |
| The Content Management System (CMS) application will be available 99.0% during business hours. | Service Level met |
| web analytics application will be available 99.5% during business hours. | Service Level met |
| Applications on the development and test environments will be available 99.5% during business hours. | Service Level met |

Service Commitment 4

Web environment application availability Service Levels

| Description | Results |
|---|-------------------|
| The web application will execute a test transaction in less than two seconds 95% of the time. | Service Level met |
| The search application will complete a test query in less than two seconds on average. | Service Level met |
| The Content Management System will load a typical Data Capture Template in less than 10 seconds on average. | Service Level met |
| Applications on the Development and Test environments will be available 99.5% during business hours. | Service Level met |

Service Commitment 5

Problem Management Service Levels

| Description | Results |
|---|-------------------|
| Severity 1 problems are responded to within one hour during Business Hours and two hours outside of business hours. | Service Level met |
| Severity 2 problems are responded to within two hours during Business Hours and four hours outside of business hours. | Service Level met |