A.   General Information

Project Name:	IS/IP DDI	*Submitted Date:*	1/6/2021
Requestor:	Scott Ward	*Required Date:*	1/15/2021
Decision Log No:	321		

B.   High Level Statement of the Issue

The Integration Services / Integration Platform (IS/IP) Design, Development, and Implementation (DDI) Project is seeking approval of its third major deliverable, *Workstream C (WS-C): Production Readiness Review and Stage Gate Review* checklist. The IS/IP DDI Project is being deployed iteratively with the integration platform components being implemented in three (3) releases or workstreams. Workstream A was approved on 8/28/2020 and Workstream B was approved on 11/20/2020.

Single Sign-on (SSO) will promote future interoperability capabilities between Health and Human Services (HHS) agencies and the identified Agency enterprise systems.

WS-C consists of four (4) major components responsible for providing SSO functionality:

1. Access Management (AM) – Provides an overall engine that manages the authentication and authorization functions of the SSO platform.
2. Identity Management (IDM) – Responsible for providing user profiles and automating the identity life cycle from one central location.
3. Identity Gateway (IG) – Provides a front-door to Access Management services and acts as a Policy Enforcement Point for applications.
4. Directory Services (DS) – Provides a central directory service location for other ForgeRock components and data storage features.

Over the last several months, requirements elaboration and validation, design, build/configuration, testing (i.e., unit, system, performance, security, regression, and user acceptance), and training (i.e., self-study and webinar) have been completed, and the Agency for Health Care Administration approved delivery of the above WS-C major components.

C.   Decision Point(s)

This decision point is seeking approval for IS/IP DDI WS-C and production readiness of functionality comprised of Access Management, Identity Management, and Credential Management after reviewing the summary of the *Production Readiness Review and Stage Gate Review* deliverable checklist.

D.   Considerations

Approving the summary of the WS-17C: *Production Readiness Review and Stage Gate Review* deliverable serves as approval for this major deliverable. This approval authorizes the final deployment of functionality for the IS/IP DDI Project.

E. Listing of Attached Supplemental Information

DOCUMENT TITLE	BRIEF DESCRIPTION
WS-17C: *Production Readiness Review (PRR) and Stage Gate Review* deliverable checklist overview	Summary of eight (8) discipline areas with detailed readiness tasks outlined within each area.
Presentation for December 11, 2020 Executive Steering Committee (ESC) (Slides 19 – 26)	Initial presentation material to orient the ESC members to WS-C components, SSO, and workstream schedule.

F. Additional Background (as needed)

N/A

G. Are state funding (LBR) changes needed?

Yes ☐   No ☒

H. Are federal funding changes needed?

Yes ☐   No ☒

I. List any systems impacted by this decision

J. Referred by?

Yes *(check all that apply)*   No ☐ _____

Referred by:

FX Enterprise Program Management Office ☐

FX Portfolio Management ☐

FX Implementation Team ☒

FX Executive Steering Committee ☐

FX Technical Standards Committee ☐

Agency for Health Care Administration
FX Project: IS/IP DDI
Save Date: 1/12/2120

Page 2 of 3
Governance
Decision Memo

K.   Decision Maker and Decision Date

Date of Decision:

Decision:

Decision Made By:

AHCA Secretary ☐

Designee FX Executive Sponsor ☐

Designee FX Director ☐

Designee (*other*) ☐

L.   Next Steps

NEXT STEP	TARGET DUE DATE	ASSIGNED TO

Agency for Health Care Administration
FX Project: IS/IP DDI
Save Date: 1/12/2120

Page 3 of 3
Governance
Decision Memo

Release Name	FX IS/IP WS-17(C) Production Readiness Checklist		Decision Input	Stage Gate Review Meeting		Days to go live	4
Target Release Date	1/11/2021		Meeting Date	1/7/2021		Report Date	1/7/2021

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
1	**General Readiness and Project Management Owner = Daymon Jensen and Angie McKenny**									**99%**					
1.01	Go No-Go Criteria defined		H	Go or No-Go criteria (PRR Checklist milestones & metrics) defined for each discipline by Target Completion Date	PRR Section Owners Confirmed	N/A	Tracy Feliciani	Angel Garay	General Readiness -> criteria 100% defined Tech Infrastructure -> criteria 100% defined Testing -> criteria 100% defined User Provisioning -> criteria 100% defined Training & OCM -> criteria 100% defined Post Implementation Maintenance & Support Readiness -> criteria 100% defined Operational Readiness -> criteria 100% defined Final Sign Off -> criteria 100% defined 11/24/2020: Brittney confirmed criteria had been reviewed and edits submitted	100%		11/24/20	11/24/20	Go	
1.02	Go No-Go Criteria approved		H	Go or No-Go criteria approved for each discipline by Target Completion Date	N/A	N/A	Tracy Feliciani	Angel Garay	General Readiness: 11/16/2020 Technical Infrastructure: 11/16/2020 Testing: 11/16/2020 User Provisioning: 11/16/2020 Training & OCM: 11/17/2020 Post Implementation Maintenance & Support Readiness: 11/16/2020 Operational Readiness: 11/16/2020 Final Sign Off: 11/24/2020: Brittney confirmed criteria had been approved by all Agency Section Owners. Dates for each Section Owner meeting were added.	100%		11/16/20	11/17/20	Go	
1.03	Go-Live Communication Planned		M	▪25% Audiences identified ▪50% Content developed and reviewed ▪100% Final content delivered to the Agency/or planned delivery date confirmed	N/A	Deliver any necessary message through existing communication channels	Brittney Moulton	Arabella Reeves	11/24/2020: Brittney to reach out to Arabella 12/1/2020: Arabella confirmed the IS/IP Vendor should use the same process followed for WS-A & WS-B 12/18/2020: Angel confirmed the draft was sent to Scott for review/sending 12/5/2020: draft WS-C Go-Live email shared with the Agency/SEAS for review 12/7/2020: IS/IP Vendor WS-C email recipients shared with the Agency 12/17/2020: IS/IP Vendor finalized email with Agency - Angel to send to Project Sponsor	100%		12/11/20	12/18/20	Go	
1.04	Implementation Plan created	WS-18(C)	H	▪ 25% @ draft created ▪ 50% @ draft reviewed ▪ 100% @ draft submitted	N/A	N/A	Daymon Jensen	Angel Garay	12/4/2020: Daymon - we have a draft, but working with the WS-C team to finalize the tasks and approach. Meetings Dec. 7 week and then will finalize and share the following week. 12/11/2020: Draft complete - review with Angel week the 14th	100%		12/16/20	12/16/20	Go	
1.05	Risks Reviewed and Mitigated	PP1	H	Risks reviewed on a weekly basis ▪ 25% - Dec 8 deployment risks mitigated ▪ 50% - Dec 15 deployment risks mitigated ▪ 75% - Dec 22 deployment risks mitigated ▪ 100% - Dec 29 deployment risks mitigated	N/A	N/A	Daymon Jensen	Angel Garay	12/15/2020: No Issues identified	100%		12/29/20	12/29/20	Go	

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
1.06	High Issues Closed or Work-around in place.		H	Issues reviewed on a weekly basis • 25% - Dec 8 no deployment issues overdue or without work-around • 50% - Dec 15 no deployment issues overdue or without work-around • 75% - Dec 22 no deployment issues overdue or without work-around • 100% - Dec 29 no deployment issues overdue or without work-around	N/A	N/A	Daymon Jensen	Angel Garay	12/15/2020: No risks identified	100%		12/29/20	12/29/20	Go	
1.07	Medium and Low Issues Reviewed and Accepted		M	Issues reviewed on a weekly basis • 25% - Dec 8 no deployment issues overdue • 50% - Dec 15 no deployment issues overdue • 75% - Dec 22 no deployment issues overdue • 100% - Dec 29 no deployment issues overdue	N/A	N/A	Daymon Jensen	Angel Garay	12/15/2020: No risks identified	100%		12/29/20	12/29/20	Go	
1.08	Weekly PRR Checklist summary update reviewed in bi-weekly meetings to Section (Discipline) owners and Go/No-Go owners informing of weekly deployment outcomes		M	PRR meetings are held bi-weekly • 25% - Dec 8 PRR Reviewed • 50% - Dec 15 PRR Reviewed • 75% - Dec 22 PRR Reviewed • 100% - Dec 29 PRR Reviewed	N/A	Deliver necessary message through existing Stakeholder communication channels	Brittney Moulton	Angel Garay		100%		12/29/20	12/29/20	Go	
1.09	Pre-deployment deliverables approved (WS-6C- WS-13C & WS-15C)	WS-6(C) thru WS-13(C) & WS-15(C)	H	% approved of total	N/A	N/A	Daymon Jensen	Angie McKenny	11/24/2020: WS-6C, WS-7C, WS-8C, WS-9C, WS-10C, WS-11C, WS-12C, WS-15C are all approved by the Agency. WS-13C are outstanding. 12/16/2020: WS-13C submitted to the Agency and pending review 12/4/2020: Daymon worked with Angie on the target date - will push to that date but provide a conditional-go if needed	89%		12/29/20	12/29/20	Go	This is a conditional go due to WS-13C approval outstanding at the time of the PRR meeting completion.
1.10	Workstream C EULAs (ForgeRock, Splunk, and LexisNexis) complete		H	33% - 1 EULA approved 66% - 2 EULAs approved 100% = 3 EULAs approved	N/A	N/A	Daymon Jensen	Angie McKenny	11/24/2020: All WS-C EULAs are complete	100%		10/16/20	10/16/20	Go	
1.11	ESC Decision Memo	WS-17C	H	50% - Decision memo drafted 75% - Reviewed by Project Sponsor 100% - Approved by Project Sponsor	N/A	N/A	Daymon Jensen	Angel Garay	12/1/2020: Draft hasn't been started - Rob to start as of 12/1 12/4/2020: Mindy - draft shared with Agency - plan to work with Scott on 12/17 or 12/18 for review and approval 12/8/2020: draft is with Angel and Angie 12/15/2020: Decision memo has been logged. With EPMO and moves to Project Sponsor after 12/22/2020: Rob and Angel stated it has been approved by Scott and now headed to FX IT	100%		12/18/20	12/18/20	Go	
2	**Technical Infrastructure Owner = Henry Wu and Angel Garay**									**100%**					
2.01	INT environment build complete	WS-8C; WS-13C	M	50% WS-8C detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ephrem Yemru	Angel Garay	ERR meeting occurred on 9/23/2020	100%		09/23/20	09/23/20	Go	
2.02	ST environment build complete	WS-8C; WS-13C	M	50% WS-8C detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ephrem Yemru	Angel Garay	ERR Meeting occurred on 12/11/2020	100%		12/11/20	12/11/20	Go	
2.03	UAT environment build complete	WS-8C; WS-13C	M	50% WS-8C detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ephrem Yemru	Angel Garay	ERR meeting occurred on 10/15/2020	100%		10/15/20	10/15/20	Go	
2.04	BETA environment build complete	WS-8C; WS-13C	M	50% WS-8C detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ephrem Yemru	Angel Garay	ERR meeting occurred on 11/24/2020	100%		11/24/20	11/24/20	Go	
2.05	PRD environment build complete	WS-8C; WS-13C	H	50% WS-8C detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ephrem Yemru	Angel Garay	ERR meeting occurred on 11/6/2020	100%		11/06/20	11/06/20	Go	
2.06	DR environment build complete	WS-8C; WS-13C	H	50% WS-8C detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ephrem Yemru	Angel Garay	ERR meeting occurred on 11/18/2020	100%		11/18/20	11/18/20	Go	

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
3	**Testing Owner = Ryan Lavorgna and Erica Wilson**									**100%**					
3.01	Workstream C Unit Test Complete	WS-13C	M	Unit Test completed in each Environment (INT, ST, UAT, BETA, PROD, DR). Calculated as percent complete of total.	Entry criteria met.	N/A	Ephrem Yemru	Angel Garay	INT: 100% complete - 9/23/2020 ST: 100% complete - 12/11/2020 UAT: 100% complete - 10/15/2020 BETA: 100% complete - 11/24/2020 PROD: 100% complete - 11/6/2020 DR: 100% complete - 11/18/2020 11/24/2020: Ephrem provided an update - ST outstanding - Brittney input ERR dates	100%		12/14/20	12/14/20	Go	
3.02	Workstream C System Test Complete	WS-14C	M	System Test completed in INT Environments as demonstrated thru the exit mtg	Entry criteria met.	N/A	Ryan Lavorgna	Erica Wilson	INT: 100% complete *Complete date is date of exit meeting 12/15/2020: Updated to reflect actual ST exit completion - 10/26/2020	100%		12/17/20	10/26/20	Go	
3.03	Workstream C Regression Test Complete	WS-14C	M	Regression Test completed in each Environment (INT, ST, UAT, BETA, PROD, DR) Grade % Complete increase by 16.67% for each environment completed as demonstrated thru the exit mtg	Entry criteria met.	N/A	Ryan Lavorgna	Erica Wilson	INT: 100% complete ST: 100% complete UAT: 100% complete BETA: 100% complete PROD: 100% complete DR: 100% complete *Complete date is date of exit meeting	100%		12/17/20	12/17/20	Go	
3.04	Workstream C Performance Test Complete	WS-14C	M	Performance Test Complete - Percent passed of total test cases as demonstrated thru the exit mtg	Entry criteria met.	N/A	Ryan Lavorgna	Erica Wilson	*Complete date is date of exit meeting 12/8/2020 Ryan - pending the formal exit meeting 12/11/2020: Performance and Security testing complete as of 12/10/2020 - exit meetings occurred on 12/10/2020	100%		12/17/20	12/10/20	Go	
3.05	Workstream C Security Testing Complete	WS-14C	M	Security Testing Complete - Percent passed of total test cases as demonstrated thru the exit mtg	Entry criteria met.	N/A	Ryan Lavorgna	Erica Wilson	# of total complete *Complete date is date of exit meeting 12/8/2020 Ryan - pending test completion and the formal exit meeting 12/11/2020: Performance and Security testing complete as of 12/10/2020 - exit meetings occurred on 12/10/2020	100%		12/17/20	12/10/20	Go	
3.06	Workstream C DR Testing Complete	WS-13C	M	DR Test Completed as demonstrated thru the exit mtg	Entry criteria met.	N/A	Ryan Lavorgna	Erica Wilson	*Complete date is date of exit meeting 12/8/2020 Brittney to get the DR exit deck meeting date and populate	100%		11/23/20	11/23/20	Go	
3.07	Workstream C User Acceptance Test Complete	WS-14C	M	UAT completed in UAT Env as demonstrated thru the exit mtg	Entry criteria met.	N/A	Ryan Lavorgna	Erica Wilson	*Complete date is date of exit meeting 12/8/2020 updated to 100% - Wes hosted UAT on 12/7/2020	100%		12/07/20	12/07/20	Go	
3.08	Confirm there are no critical or high defects before releasing code to UAT or production	WS-14C	H	Number of critical or high defects fixed/ Total number of critical high defects		N/A	Ryan Lavorgna	Angel Garay	No defects identified	100%		12/17/20	12/17/20	Go	
4	**User Provisioning Owner = Henry Wu and Angel Garay**									**100%**					
4.01	ForgeRock Admin users provisioned (Lead: Ian Walker and Backups:		H	# O&M Team accounts provisioned / # total needed *as evidenced in the Staffing List	Complete list of accounts needed	N/A	Ephrem Yemru	Angel Garay	12/1/2020: Brittney to meet with WS-C team to get names. WS-C to share names with Agency once provisioned.	100%		01/04/21	01/04/21	Go	
4.02	ForgeRock Break Glass users provisioned		M	50% user provisioned 100% documented	Complete list of accounts needed	N/A	Ephrem Yemru	Angel Garay	11/24/2020: Ephrem confirmed Break Glass users have been provisioned as the environments were built - Brittney to work with Ephrem/Henry to share this information with the Agency	100%		12/11/20	12/07/20	Go	
4.03	Splunk Admin users provisioned (Lead: Ian Walker and Backup: Jerin Croley)		H	# O&M Team accounts provisioned / # total needed *as evidenced in the Staffing List	Complete list of accounts needed	N/A	Adnan Khan	Angel Garay	11/24/2020: David confirmed the Admin users have been provisioned - Brittney to work with David to share this information with the Agency 12/2/2020: IS/IP Vendor shared Splunk Admin and Admin backup with Agency	100%		12/02/20	12/02/20	Go	

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
4.04	Splunk Break Glass users provisioned		M	50% user provisioned 100% documented	Complete list of accounts needed	N/A	Adnan Khan	Angel Garay	12/1/2020: Brittney to meet with WS-C team to get names. WS-C to share names with Agency once provisioned.	100%		12/11/20	12/07/20	Go	
4.05	ForgeRock UAT test users de-provisioned		H	# de-provisioned / # total ForgeRock UAT Test users		N/A	Ephrem Yemru	Angel Garay	12/11/2020: Ephrem provided the update that the ForgeRock UAT testers were de-provisioned 12/18/2020: Ryan mentioned the need to deprovision the users for performance test - 5,000 users 12/22/2020: Ryan confirmed sending documentation to Angel for Prod. Ephrem confirmed all UAT testers were deprovisioned	100%		12/14/20	12/22/20	Go	
4.06	Review open firewalls and confirm closing dates in Implementation Plan	WS-18(C)	H	% of environments reviewed for closure/environments planned for closure		N/A	Fausto Lee	Angel Garay	12/11/2020: Tasks in the Implementation Plan - includes date of closure for each firewall	100%		12/23/20	12/16/20	Go	
5	**Training and OCM Owner = Brittney Moulton and Jay Linton**									100%					
5.01	Single Sign-on Material Development Complete and Approved	WS-15(C): Training Plan	M	2 Single Sign-on training materials completed and approved		N/A	Brittney Moulton	Jay Linton	12/1/2020 WS-15(C): Training Plan pending approval from the Agency	100%		12/11/20	12/03/20	Go	
5.02	Single Sign-on Training Participants Identified	WS-15(C): Training Plan	M	List of Single Sign-on training participants identified and provided to the IS/IP Vendor		N/A	Brittney Moulton	Jay Linton	12/1/2020 - Training participants were provided with the Agency review of the WS-15(C): Training Plan first draft	100%		11/23/20	11/23/20	Go	
5.03	Single Sign-on Training conducted	WS-15(C): Training Plan	M	25% Training Materials Approved 50% Training Attendees Identified 75% Agency Approval of Training Communication 100% Training Invitation Sent		N/A	Brittney Moulton	Jay Linton	SSO training conducted on 12/11/2020	100%		12/18/20	12/11/20	Go	
5.04	Single Sign-on Training submitted to LMS (If applicable)	WS-15(C): Training Plan	L	100% = all materials sent to AHCA LMS Administrator		N/A	Brittney Moulton	Jay Linton	Sent to Agency LMS Administrator 12/30/2020	100%		12/23/20	12/30/20	Go	
5.05	ForgeRock Administrator Material Development Complete and Approved	WS-15(C): Training Plan	M	2 ForgeRock Administrator training materials completed and approved		N/A	Brittney Moulton	Jay Linton	12/1/2020 WS-15(C): Training Plan pending approval from the Agency	100%		12/11/20	12/03/20	Go	
5.06	ForgeRock Administrator Training Participants Identified	WS-15(C): Training Plan	M	List of ForgeRock Administrator training participants identified and provided to the IS/IP Vendor		N/A	Brittney Moulton	Jay Linton	12/1/2020 - Training participants were provided with the Agency review of the WS-15(C): Training Plan first draft	100%		11/23/20	11/23/20	Go	
5.07	ForgeRock Administrator Training conducted	WS-15(C): Training Plan	M	25% Training Materials Approved 50% Training Attendees Identified 75% Agency Approval of Training Communication 100% Training Invitation Sent		N/A	Brittney Moulton	Jay Linton	Training occurred on 12/16/2020 1/7/2021: Text added from SGR meeting - Note: Includes IS/IP Vendor confirmation that ForgeRock can provide the features required for Background Screening (BGS) integration identified thus far. Future ForgeRock integration capabilities to existing systems will be identified via Task Orders.	100%		12/18/20	12/16/20	Go	
5.08	ForgeRock Administrator Training submitted to LMS (If applicable)	WS-15(C): Training Plan	L	100% = all materials sent to AHCA LMS Administrator		N/A	Brittney Moulton	Jay Linton	Sent to Agency LMS Administrator 12/30/2020	100%		12/23/20	12/30/20	Go	
5.09	Splunk Material Development Complete and Approved	WS-15(C): Training Plan	M	1 Splunk training material completed and approved		N/A	Brittney Moulton	Jay Linton	12/1/2020 WS-15(C): Training Plan pending approval from the Agency	100%		12/11/20	12/03/20	Go	
5.10	Splunk Training Participants Identified	WS-15(C): Training Plan	M	List of Splunk training participants identified and provided to the IS/IP Vendor		N/A	Brittney Moulton	Jay Linton	12/1/2020 - Training participants were provided with the Agency review of the WS-15(C): Training Plan first draft	100%		11/23/20	11/23/20	Go	
5.11	Splunk Training conducted	WS-15(C): Training Plan	M	25% Training Materials Approved 50% Training Attendees Identified 75% Agency Approval of Training Communication 100% Training Invitation Sent		N/A	Brittney Moulton	Jay Linton	Splunk training ocured on 12/18/2020	100%		12/18/20	12/18/20	Go	

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
5.12	Splunk Training submitted to LMS (If applicable)	WS-15(C): Training Plan	L	100% = all materials sent to AHCA LMS Administrator		N/A	Brittney Moulton	Jay Linton		100%		12/23/20	01/04/20	Go	
6	Post Implementation Maintenance and Support Readiness Owner = Daymon Jensen and Angel Garay									100%					
6.01	Tier 3 Resources Identified	WS-16(C)	H	% identified of total		N/A	Fausto Lee	Angel Garay	12/1/2020: Daymon confirmed in process for Tier 3	100%		12/4/2020	12/11/20	Go	
6.02	Tier 3 Resources mobilized	WS-16(C)	H	% mobilized of total		N/A	Fausto Lee	Angel Garay	12/1/2020: Daymon confirmed in process for Tier 3 12/15/2020: Meeting the week of December 14th to finalize - marked for closure on Friday 12/30/2020: 2 of 4 fully mobilized 1/6/2021: Agency granted background check waiver for two outstanding resrouces. Angel provided the written "Go" decision.	100%		12/29/2020	01/06/21	Go	
6.03	Tier 2 Resource identified	WS-16(C)	H	% identified of total		N/A	Fausto Lee	Angel Garay	12/1/2020: Daymon confirmed all Tier 2 resources have been identified	100%		12/1/2020	12/01/20	Go	
6.04	Tier 2 Resource mobilized	WS-16(C)	H	% mobilized of total		N/A	Fausto Lee	Angel Garay	12/1/2020: Daymon confirmed all Tier 2 resources have been identified	100%		12/1/2020	12/01/20	Go	
6.05	Support staff contact and on-call lists created		H	25% identify individuals 50% Review list of individuals 75% Add office/cell number/email 100% Finalize contact list		N/A	Fausto Lee	Angel Garay	12/1/2020: Daymon confirmed in process - will review with Fausto and then post for collaborative review by the Agency 12/15/2020: pending review with Angel - Brittney to schedule with Daymon 12/28/2020: Review PPT with Angel and made necessary updates	100%		12/29/2020	12/28/20	Go	
6.06	On-call expectations and escalation process in place		H	25% drafted by Dec 8 50% reviewed by Dec 15 75% updates by Dec 22 100% finalized by Dec 20		N/A	Fausto Lee	Angel Garay	12/1/2020: Daymon confirmed in process - will review with Fausto and then post for collaborative review by the Agency 12/15/2020: pending review with Angel - Brittney to schedule with Daymon 12/28/2020: Review PPT with Angel and made necessary updates	100%		12/29/2020	12/28/20	Go	
6.07	Confirm email templates from WS-B		L	50% reviewed existing email templates 100% confirmation that no edits are needed to existing email templates or requested edits complete		N/A	Fausto Lee	Shawn Harvey	12/1/2020: Daymon confirmed in process - will review with Fausto and then post for collaborative review by the Agency 12/4/2020: Daymon - this may be impacted by the form in Cherwell - Daymon to get an update from Fausto/John 12/11/2020: Shawn notified - pending test with Fausto 12/15/2020: Fausto - no update from the Agency as of 12/15/2020 - Fausto to reach out to Shawn - template is at 100% and will utilize it if the Cherwell Form isnt ready 12/29/2020: Marked complete with template finalized. will track Cherwell in the Implementation Plan. Daymon/Brittney to email Shawn for confirmation and will update to go after he replies. 1/6/2021: Angel provided a written "Go" confirming the templates were complete.	100%		12/29/2020	01/06/21	Go	

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
7	Operational Readiness Owner = Brittney Moulton and Angel Garay									100%					
7.01	Operational Readiness Review Complete		H	33% = ORR criteria confirmed 66% = ORR test results documented 100% = ORR Walkthrough (wk of Dec 14-18)			Brittney Moulton	Angel Garay	11/24/2020: Brittney confirmed the IS/IP Vendor is using the CMS guidance on ORR - ORR Draft deck submitted to Agency	100%		12/16/20	12/16/20	Go	
7.02	Production Readiness Stage Gate Review Complete		H	50% = Production Readiness Deck drafted by Target Completion Date 100% = Production Readiness Stage Gate Review scheduled by Target Completion Date			Brittney Moulton	Angel Garay	12/11/2020: Received WS-17C deliverable back from Agency - updates to be made and deliverable re-submitted.	100%		12/22/20	01/04/21	Go	
8	Final Readiness Sign Off Owner = Tracy Feliciani and Scott Ward									100%					
8.01	Signoff obtained from key Go or No-Go decision owners	WS-17B	H	Lines above are either Yes or Conditional Yes for Go by Target Completion Date		50	Tracy Feliciani	Scott Ward	General Readiness: Technical Infrastructure: Testing: User Provisioning: Training & OCM: Post Implementation Maintenance & Support Readiness: Operational Readiness:	100%		01/05/21	01/07/21		