

A. General Information

Project Name:	IS/IP DDI	Submitted Date:	8/19/2020
Requestor:	Scott Ward	Required Date:	8/28/2020
Decision Log No:	288		

B. High Level Statement of the Issue

The first major Design, Development, and Implementation (DDI) project in the FX Program with a major deliverable for approval is the Integration Services / Integration Platform (IS/IP). The IS/IP DDI project is being deployed iteratively with the integration platform components implemented in three (3) releases or workstreams.

Workstream A (WS-A) consists of five major components:

- 1) Enterprise Service Bus (ESB) to serve as the primary Application Programming Interface (API) gateway
- 2) Management File Transfer (MFT) solution for secure internal and external file/data transfers
- 3) Business Rules Engine (BRE) to serve as the central repository for business rules
- 4) Service Management to include service registry, repository, and contract management capabilities
- 5) Application Lifecycle Management (ALM) suite of products managing requirements, configuration/code, testing, defects, releases, and change requests across the Agency

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 (hereinafter AHCA or the Agency) approved delivery of the above Workstream A major components.

C. Decision Point(s)

This decision point is seeking approval for IS/IP DDI Workstream A and production readiness of functionality comprised of ESB, MFT, BRE, Service Management, and ALM after reviewing the summary of the deliverable Production Readiness Review and Stage Gate Review Checklist.

D. Considerations

Approving summary of WS-17A: Production Readiness Review and Stage Gate Review deliverable artifacts serve as approval for this major deliverable.

Each of the remaining workstreams shall provide a summary of Production Readiness Review and Stage Gate Review deliverable artifacts according to their deployment dates.

E. Listing of Attached Supplemental Information

DOCUMENT TITLE	BRIEF DESCRIPTION
WS-17A: Production Readiness Review and Stage Gate Review Checklist	Summary of eight (8) discipline areas with detailed readiness tasks outlined within each area
Presentation for July 31, 2020 Executive Steering Committee (ESC) (Slides 37 - 46)	Initial presentation material to orient the ESC members to the FX IS/IP DDI project

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

None

J. Referred by?

Yes (check all that apply)

No _____

Referred by:

FX Enterprise Program Management Office

FX Portfolio Management

FX Implementation Team

K. Decision Maker and Decision Date

Date of Decision:

Decision:

Decision Made By:

- Secretary Mayhew
- Designee FX Executive Sponsor James Miller
- Designee FX Director Michael Magnuson
- FX Executive Steering Committee (ESC)
- Designee (other):

L. Next Steps

NEXT STEP	TARGET DUE DATE	ASSIGNED TO

Release Name	FX IS/IP WS-17(A) Production Readiness Checklist	Decision Input	Stage Gate Review Meeting	Days to go live	6
Target Release Date	8/24/2020	Meeting Date	8/17/2020	Report Date	8/18/2020

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Complete Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
1	General Readiness and Project Management Owner = Daymon Jensen and Angie McKenny							94%		Conditional Go			
1.01	Go-Live Communication Planned		M	<ul style="list-style-type: none"> 25% Audiences identified 50% Content developed and reviewed 75% Content approved 100% Content delivered/or planned delivery date confirmed 	Brittney Moulton	Arabella Reeves	8/11 Action: Angel to provide stakeholder list; Mtg held today to review, expect to deliver email at or after deployment (8/24) - content approved, and task to send the communication will be tracked in the Implementation Plan 8/6 Draft send for approval and is in review - to be discussed Monday; 8/5 - Brittney will forward a first draft of go-live communication *As part of the Implementation plan Angel will review existing stakeholder list - Angie/Arabella to forward IS/IP communication email as an example - Brittney to draft communication email	100%		08/20/20	08/11/20	Go	
1.02	Implementation Plan created	WS-18(A)	H	<ul style="list-style-type: none"> 25% @ draft created 50% @ draft reviewed 100% @ draft submitted 100% @ plan approved 	Elizabeth D'Wolf	Angel Garay	8/12 Angel provided a Go by email; 8/12 Submitted; 8/11 Submitting to Angel today; approval to be tracked in the Implementation Plan (WS-18A) ; 7/23 ESC Mtg for deployment moving from 8/21 to 8/28	100%		08/11/20	08/12/20	Go	
1.03	Implementation/Post-Go-Live Contact Lists		M	<ul style="list-style-type: none"> 25% identify individuals 50% Review list of individuals 75% Add office/cell number/email 100% Finalize contact list 	Elizabeth D'Wolf	Angel Garay	8/6 Discussed during PRR Checklist meeting inactivating this task as Implementation/Post-Go-Live Contact list not needed for WS-A. Angel agreed 8/5 Discuss deactivation of this activity			08/20/20	N/A	N/A	N/A
1.04	Risks Reviewed and Mitigated	PP1	H	<ul style="list-style-type: none"> Risks reviewed on a weekly basis 25% - 7/31 deployment risks mitigated 50% - 8/7 deployment risks mitigated 75% - 8/14 deployment risks mitigated 100% - 8/20 deployment risks mitigated 	Daymon Jensen	Angel Garay	8/18 Moved to implementation plan for continued tracking; Final Risk meeting prior to deployment completed today; 8/11 Risks will be reviewed up until deployment; currently no deployment risks or issues identified, will continue to monitor as part of the Implementation Plan	100%		08/20/20	08/11/20	Go	Will continue to monitor risks and issues up until deployment (8/24)
1.05	High Issues Closed or Work-around in Place		H	<ul style="list-style-type: none"> Issues reviewed on a weekly basis 25% - 7/31 no deployment issues overdue or without work-around 50% - 8/7 no deployment issues overdue or without work-around 75% - 8/14 no deployment issues overdue or without work-around 100% - 8/20 no deployment issues overdue or without work-around 	Daymon Jensen	Angel Garay	8/18 No issues as of today; 8/11 Issues will be reviewed up until deployment; currently no deployment risks or issues identified, will continue to monitor as part of the Implementation Plan	75%		08/20/20	08/11/20	Go	Will continue to monitor risks and issues up until deployment (8/24)
1.06	Medium and Low Issues Reviewed and Accepted		M	<ul style="list-style-type: none"> Issues reviewed on a weekly basis 25% - 7/31 no deployment issues overdue 50% - 8/7 no deployment issues overdue 75% - 8/14 no deployment issues overdue 100% - 8/20 no deployment issues overdue 	Daymon Jensen	Angel Garay	8/18 No issues as of today; 8/11 Issues will be reviewed up until deployment; currently no deployment risks or issues identified, will continue to monitor as part of the Implementation Plan	75%		08/20/20	08/11/20	Go	Will continue to monitor risks and issues up until deployment (8/24)

1.07	Weekly Communication of to Stakeholders checklist status to (discipline) owners and Go/No-Go owners informing of weekly deployment outcomes		M	PRR meetings are held bi-weekly <ul style="list-style-type: none"> 25% - 7/31 Communication Sent 50% - 8/7 Communication Sent 75% - 8/14 Communication Sent Send wrap up communication To move to implementation plan: <ul style="list-style-type: none"> 100% - 8/21 Communication Sent 	Daymon Jensen	Angel Garay	8/14 - Deactivating as 2x weekly meetings were used for communications 8/13 Move to Implementation Plan for 8/21 Communications; Reviewed - Angie to send to Daymon w/ minor change, then an 8/14 wrap up communication to be sent and a Conditional Go entered with %Complete marked at 75%; 8/11 Mtg tomorrow to discuss; email template was provided to the Agency; all individuals on DL for communication are invited to twice weekly mtgs; Section owners have met with their Go/No-Go decision makers to review their sections; weeks of 8/14 & 8/21 to be tracked in Implementation Plan; 8/4 email template provided to agency, once review is complete will send 7/30 - 7/31 communication sent to the agency on 7/30 7/28 if include Scott or Mike, then provide communication beyond mtgs >> Angel and Angie to work with Daymon on communication			08/21/20				
1.08	Pre-deployment Deliverables Approved (WS-6A - WS13A)	WS-6(A) thru WS-13(A)	H	<ul style="list-style-type: none"> 25% - 2 deliverables approved 50% - 4 deliverables approved 75% - 6 deliverables approved 100% - 7 deliverables approved 	Daymon Jensen	Angie McKenny	8/5 13(A) approved Only 13(A) not approved yet	100%		08/10/20	08/05/20	Go		
1.09	Workstream A EULAs Complete <ul style="list-style-type: none"> Qualys Smartbear Jira Oracle (Software & Cloud) Palo Alto Microsoft Trend Micro 		H	<ul style="list-style-type: none"> 25% - 2 EULA approved 50% - 4 EULA approved 75% - 6 EULA approved 100% - 8 EULA approved 	Daymon Jensen	Angie McKenny	Eight of eight approved	100%		06/30/20	06/18/20	Go		
1.10	ESC Decision Memo Drafted	WS-17A	H	Decision memo drafted	Daymon Jensen	Angie McKenny	8/11 -- Memo drafted in meeting 8/6 This will be the Decision Memo being developed by the Agency, SEAS and IS/IP Vendor. Decision Memo will be provided to the ESC. Meeting to discuss on 8/10	100%		08/20/20	08/11/20	Go		
2	Technical Infrastructure Owner = Henry Wu and Angel Garay							100%					Go	
2.01	DEV Environment Build Complete	WS-8A; WS-13A	M	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		05/22/20	05/22/20	Go		
2.02	INT Environment Build Complete	WS-8A; WS-13A	M	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		05/29/20	05/29/20	Go		
2.03	TST Environment Build Complete	WS-8A; WS-13A	M	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		06/16/20	06/16/20	Go		

2.04	UAT Environment Build Complete	WS-8A; WS-13A	M	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		06/08/20	06/08/20	Go	
2.05	PRD Environment Build Complete	WS-8A; WS-13A	H	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		06/24/20	06/24/20	Go	
2.06	DR Environment Build Complete	WS-8A; WS-13A	H	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		06/15/20	06/15/20	Go	
2.07	Sandbox ALM Environment Build Complete	WS-8A; WS-13A	M	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		05/21/20	05/21/20	Go	
2.08	PRD ALM Environment Build Complete	WS-8A; WS-13A	H	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		04/30/20	04/30/20	Go	
2.09	DR ALM Environment Build Complete	WS-8A; WS-13A	H	50% WS-8A detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	Henry Wu	Angel Garay	Complete as of the ERR	100%		06/17/20	06/17/20	Go	
3	Testing Owner = Anoop and Erica Wilson							100%		Go			
3.01	Workstream A Unit Test Complete	WS-13A	M	Unit Test completed in each Environment (DEV, TST, UAT, INT, DR, Prod)	Anoop Yeluru	Angel Garay	DEV: 100% complete TST: 100% complete UAT: 100% complete INT: 100% complete DR: 100% complete Prod: 100% complete	100%		07/10/20	07/10/20	Go	
3.02	Workstream A System Test Complete	WS-14A	M	System Test completed in DEV and INT Environments as demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; DEV: 100% complete INT: 100% complete *Complete date is date of exit meeting	100%		06/29/20	06/29/20	Go	
3.03	Workstream A Regression Test Complete	WS-14A	M	Regression Test completed in each Environment. (DEV, INT, UAT, BETA, DR, Prod) Grade % Complete increase by 16.67% for each environment completed as demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; DEV: 100% TST: 100% complete UAT: 100% complete INT: 100% complete Prod: 100% complete DR: 100% *Complete date is date of exit meeting	100%		08/11/20	08/11/20	Go	
3.04	Workstream A Performance Test Complete	WS-14A	M	Percent passed of total test cases as demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; 8/5: 100% of scripts complete and passed 7/29: 14 of 18 test cases complete 7/21: Scripts written, Load UI setup in progress *Complete date is date of exit meeting	100%		08/11/20	08/05/20	Go	

3.05	Workstream A Security Testing Complete	WS-14A	M	Percent passed of total test cases as demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; 8/5: 37 of 40 completer 7/29: 25 of 40 test cases complete 7/21: Scripts written; Testers identified *Complete date is date of exit meeting	100%		08/11/20	08/11/20	Go	
3.06	Workstream A DR Testing Complete	WS-13A	M	DR Test Completed as demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; DR Test completed and documented as part of ERR *Complete date is date of exit meeting	100%		07/10/20	07/10/20	Go	
3.07	Workstream A User Acceptance Test Complete	WS-14A	M	UAT completed in Env: as demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; *Complete date is date of exit meeting	100%		08/05/20	07/29/20	Go	
3.08	ALM Unit Test Complete	ALM-ERR	M	As demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; Sandbox 100% Complete; Production 100% complete DR 100% complete *Complete date is date of exit meeting	100%		06/12/20	06/12/20	Go	
3.09	ALM System Test Complete	ALM-ERR	M	As demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; ALM Production 100% Complete *Complete date is date of exit meeting	100%		07/07/20	07/09/20	Go	
3.10	ALM DR Test Complete	ALM-ERR	M	As demonstrated thru the exit mtg	Anoop Yeluru	Erica Wilson	8/12 Go decision rec'd from Erica Wilson in email; 8/11 Email Erica to confirm Go, Angel OK to represent in mtg w/ Go; ALM DR 100% Complete *Complete date is date of exit meeting	100%		07/01/20	06/30/20	Go	
4	User Provisioning Owner = Henry Wu and Angel Garay							100%		Go			
4.01	User Provisioning Process Established	WS-16(A)	H	50% Process outlined in runbook 100% Process implemented in PMO onboarding process	Henry Wu	Angel Garay	Process completed as part of onboarding	100%		08/21/20	07/08/20	Go	
4.02	VPN Admins for Production Provisioned (Lead: Shawn Adams and Backup: Nathan Ormbrek)		H	# O&M Team accounts provisioned / # total needed *as evidenced in the Staffing List	Henry Wu	Angel Garay	7/30 Provisioned x of y > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	07/21/20	Go	
4.03	VPN Admins for DR Provisioned (Lead: Shawn Adams and Backup: Nathan Ormbrek)		H	# O&M Team accounts provisioned/# total needed *as evidenced in the Staffing List	Henry Wu	Angel Garay	7/30 Provisioned 2 or 2 > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	07/21/20	Go	
4.04	VPN Break Glass Users		M	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In progress; 8/4 Create user id - if req email address will use Henry or Daymon email; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	
4.05	DR Break Glass Users		M	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In progress; 8/4 Create user id; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	

4.06	ALM Admin Users Provisioned (Lead: Cody and Backup: Rose)		H	# O&M Team accounts provisioned/# total needed	Henry Wu	Angel Garay	7/30 Provisioned 2 or 2 > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	04/15/20	Go	
4.07	ALM End Users Provisioned		H	# end user accounts provisioned/# total needed	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 7 People from UAT to be de-provisioned, one person to be added; 8/4 Updated list provided; not exactly same as UAT list; 7/30 Agency to provide confirmation end uses provisioned 7/28 Angel provide total number and list	100%		08/21/20	08/07/20	Go	
4.08	ALM Break Glass Users Provisioned		M	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In progress; 8/4 Create user id; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	
4.09	ESB Admin Users Provisioned (Lead: Frank and Backup: Chandra)		H	# O&M Team accounts provisioned/# total needed *as evidenced in Staffing List	Henry Wu	Angel Garay	7/30 Provisioned 2 or 2 > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	06/24/20	Go	
4.10	ESB Break Glass Users Provisioned		M	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In progress; 8/4 Create user id; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	
4.11	MFT Admin Users Provisioned (Lead: Frank and Backup: Chandra)		H	# O&M Team accounts provisioned/# total needed *as evidenced in Staffing List	Henry Wu	Angel Garay	7/30 Provisioned 2 or 2 > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	06/24/20	Go	
4.12	MFT Break Glass Users Provisioned		M	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In progress; 8/4 Create user id; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	
4.13	BRE Admin Users Provisioned (Lead: Frank and Backup: Chandra)		H	# O&M Team accounts provisioned/# total needed *as evidenced in Staffing List	Henry Wu	Angel Garay	7/30 Provisioned 2 or 2 > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	06/24/20	Go	
4.14	BRE Break Glass Users Provisioned		M	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In Progress; 8/4 Create user id; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	
4.15	Service Registry Admin Users Provisioned (Lead: Frank and Backup: Chandra)		H	# O&M Team accounts provisioned/# total needed *as evidenced in the Staffing List	Henry Wu	Angel Garay	7/30 Provisioned 2 or 2 > finished 7/28 Follow up w/ Daymon to see if he has complete list (total number)	100%		08/21/20	06/24/20	Go	
4.16	Service Registry Break Glass Users Provisioned		H	50% user provisioned 100% documented	Henry Wu	Angel Garay	8/11 - Completed as of 8/7 8/6 In progress; 8/4 Create user id; document to be kept both on ACN and AHCA sides; 8/3 Henry working thru account set up	100%		08/11/20	08/07/20	Go	
4.17	UAT test Users De-provisioned		H	# de-provisioned/# total UAT Test users	Henry Wu	Angel Garay	8/11 - Completed as of 8/7; users who need to continue to have access were not deprovisioned - only users who were created just for UAT; 8/4 Expect activity to occur over weekend; 7/30 Want to complete UAT exit mtg and have a few days before start this task	100%		08/07/20	08/07/20	Go	

4.18	UAT Firewall for Testing Closed		H	50% IS/IP firewall closed; 100% Agency firewall closed	Henry Wu	Angel Garay	8/12 Angel gave a go by email with a note "rec'd confirm that Network Engineer (Michael Tatum) will be closing UAT FW IPs today"; 8/11 Michael to email Angel to confirm Agency FW closed; ISIP FW closed; need to confirm Agency FW; Henry sent email to Michael to close; 8/6 Collecting open rules to send to FW team to close; 8/4 Expect activity to occur over weekend; 7/30 Want to complete UAT exit mtg and have a few days before start this task	100%		08/07/20	08/12/20	Go	
5 Training and OCM Owner = Brittney Moulton and Jay Linton								90%		Conditional Go			
5.01	ALM Material Development Complete and Approved	WS-15(A): Training Plan	M	•25% Training Material Scoped •50% Training Material Drafted and Submitted for Approval •75% Content Approved •100% Content Delivered/or Planned delivery Date Confirmed	Brittney Moulton	Angel Garay	8/18 re-submitted to Agency and awaiting approval; 8/11 Updates to 3 IS/IP ALM trainings have been requested by SEAS. 1 re-submitted 8/10 and meeting to occur 8/12/2020 for other two. 11 trainings	50%		06/01/20	08/11/20	Go	Approvals to be received after but all submissions complete
5.02	ALM Training Participants Identified	WS-15(A): Training Plan	M	List of ALM training participants identified and provided to the IS/IP Vendor	Brittney Moulton	Angel Garay	Training participants provided	100%		06/01/20	05/22/20	Go	
5.03	ALM Training Conducted	WS-15(A): Training Plan	M	•25% Training Materials Approved •50% Training Attendees Identified •75% Agency Approval of Training Communication •100% Training Invitation Sent	Brittney Moulton	Angel Garay	Training conducted on 6/3	100%		06/15/20	06/03/20	Go	
5.04	ALM Training Submitted to LMS (If applicable)	WS-15(A): Training Plan	L	50% = Half of materials sent to AHCA LMS Administrator 100% = All materials sent to AHCA LMS Administrator	Brittney Moulton	Arabella Reeves	8/11 Updates to 3 IS/IP ALM trainings have been requested by SEAS. 1 re-submitted 8/10 and meeting to occur 8/12/2020 for other two.; 8/5 - received comments will remediate and review with agency	50%		08/11/20	08/11/20	Go	Approvals to be received after but all submissions complete
5.05	ESB Material Development Complete and Approved	WS-15(A): Training Plan	M	•25% Training Material Scoped •50% Training Material Drafted and Submitted for Approval •75% Content Approved •100% Content Delivered/or Planned delivery Date Confirmed	Brittney Moulton	Angel Garay	2 ESB self-study materials were submitted to the LMS Administrator	100%		06/29/20	07/16/20	Go	
5.06	ESB Training Participants Identified	WS-15(A): Training Plan	M	List of ESB training participants identified and provided to the IS/IP Vendor	Brittney Moulton	Angel Garay	Participants identified as of 7/16	100%		07/16/20	07/16/20	Go	
5.07	ESB Training Conducted	WS-15(A): Training Plan	M	•25% Training Materials Approved •50% Training Attendees Identified •75% Agency Approval of Training Communication •100% Training Invitation Sent	Brittney Moulton	Angel Garay	8/11 All documents are self study and have been provided and approved by the agency -materials were submitted on 8/5	100%		08/11/20	08/05/20	Go	
5.08	ESB Training Submitted to LMS (If applicable)		L	50% = Half of materials sent to AHCA LMS Administrator 100% = All materials sent to AHCA LMS Administrator	Brittney Moulton	Angel Garay	2 ESB self-study materials were submitted to the LMS Administrator	100%		08/11/20	08/05/20	Go	
5.09	MFT Material Development Complete and Approved	WS-15(A): Training Plan	M	3 MFT materials completed and approved	Brittney Moulton	Angel Garay	8/11 Live sessions scheduled to complete on 8/18; Implementation plan tracks completion of all trainings	100%		07/01/20	07/16/20	Go	
5.10	MFT Training Participants Identified	WS-15(A): Training Plan	M	List of MFT training participants identified and provided to the IS/IP Vendor	Brittney Moulton	Angel Garay	Training participants provided	100%		07/16/20	07/16/20	Go	

5.11	MFT Training Conducted	WS-15(A): Training Plan	M	•25% Training Materials Approved •50% Training Attendees Identified •75% Agency Approval of Training Communication •100% Training Invitation Sent	Brittney Moulton	Angel Garay	8/18 Live session is now complete; Live sessions scheduled to complete on 8/18	100%		08/11/20	08/11/20	Go	
5.12	MFT Training Submitted to LMS (If applicable)		L	50% = Half of materials sent to AHCA LMS Administrator 100% = All materials sent to AHCA LMS Administrator	Brittney Moulton	Angel Garay	8/11 2 of 4 MFT training materials submitted. Recording of the live 8/18/2020 training remaining	50%		08/19/20	08/11/20	Go	Live sessions to complete 8/18 All recording will be completed by 8/21
5.13	BRE Material Development Complete and Approved	WS-15(A): Training Plan	M	4 BRE materials completed and approved	Brittney Moulton	Angel Garay	Material complete and approved	100%		07/09/20	07/16/20	Go	
5.14	BRE Training Participants Identified	WS-15(A): Training Plan	M	List of BRE training participants identified and provided to the IS/IP Vendor	Brittney Moulton	Angel Garay	Training participants provided	100%		07/16/20	07/16/20	Go	
5.15	BRE Training Conducted	WS-15(A): Training Plan	M	•25% Training Materials Approved •50% Training Attendees Identified •75% Agency Approval of Training Communication •100% Training Invitation Sent	Brittney Moulton	Angel Garay	Live sessions scheduled to complete on 8/14	100%		08/11/20	08/11/20	Go	
5.16	BRE Training Submitted to LMS (If applicable)	WS-15(A): Training Plan	L	50% = Half of materials sent to AHCA LMS Administrator 100% = All materials sent to AHCA LMS Administrator	Brittney Moulton	Angel Garay	8/17 - Live session completed on 8/14. Need to complete recording and then send to Admin. 8/11 2 of 3 BRE training materials submitted. Recording of the live 8/14/2020 training remaining	50%		08/11/20	08/11/20	Go	Live session to complete 8/14 All recording will be completed by 8/21
5.17	Service Registry Material Development Complete and Approved	WS-15(A): Training Plan	M	2 SR materials completed and approved	Brittney Moulton	Angel Garay	Material complete and approved	100%		07/02/20	07/16/20	Go	
5.18	Service Registry Training Participants Identified	WS-15(A): Training Plan	M	List of SR training participants identified and provided to the IS/IP Vendor	Brittney Moulton	Angel Garay	Training participants provided	100%		07/16/20	07/16/20	Go	
5.19	Service Registry Training Conducted	WS-15(A): Training Plan	M	•25% Training Materials Approved •50% Training Attendees Identified •75% Agency Approval of Training Communication •100% Training Invitation Sent	Brittney Moulton	Angel Garay	Four Service Registry self-study materials were submitted to the LMS Administrator	100%		08/11/20	08/05/20	Go	
5.20	Service Registry Training Submitted to LMS (If applicable)	WS-15(A): Training Plan	L	50% = Half of materials sent to AHCA LMS Administrator 100% = All materials sent to AHCA LMS Administrator	Brittney Moulton	Angel Garay	8/11 4 Service Registry self-study materials were submitted to the LMS Administrator	100%		08/11/20	08/05/20	Go	
5.21	Communication Developed and Approved -> Decision Memo	WS-18A	M		Brittney Moulton	Arabella Reeves	8/5 - Discuss deactivation				N/A	N/A	N/A
5.22	Coordination at Program Level for Workstream A Communication (i.e., executive steering committee)		M		Brittney Moulton	Arabella Reeves	8/6 Discussed in checklist mtg - Jay has sent email about decision memo to be written up for ESC - 8/5 - Discuss deactivation any communications /emails/coordination for informing stakeholders				N/A	N/A	N/A
5.23	Process & Policy Documentation		L	•25% identify policies and procedures •50% identify the named resources •100% creation and modification of policies and procedures (if applicable)	Brittney Moulton	Angel Garay	8/11 Task exists in the Ops Schedule so removing here; Confirm with Angel if this is a post production task based on it being in the OPs schedule with a target completion date post production				N/A	Go	N/A
6 Post Implementation Maintenance and Support Readiness Owner = Daymon Jensen and Brian Wilson								100%				Go	

6.01	Tier 3 Resources Identified	WS-16(A)	H	<ul style="list-style-type: none"> 25% identified by 7/10/20 50% identified by 7/24/20 75% identified by 7/31/20 100% identified by 8/7/20 	Daymon Jensen	Angel Garay	Provide a list of Tier 3 resources and are available on the Staffing List on Agency SharePoint site	100%		08/07/20	08/07/20	Go		
6.02	Tier 3 Resources Mobilized	WS-16(A)	H	<ul style="list-style-type: none"> 25% mobilized by 7/31/20 50% mobilized by 8/7/20 75% mobilized by 8/14/20 100% mobilized by 8/21/20 	Daymon Jensen	Angel Garay	Mobilized means that the resources have been onboarded and access has been granted How do we provide evidence that the individuals have access to IS/IP	100%		08/21/20	08/07/20	Go		
6.03	Tier 1 Help Desk Informed	WS-16(A)	H	100% if Help Desk is informed of Help Desk Escalation plan by 8/21/20	Daymon Jensen	Angel Garay	8/11 Move task to Implementation plan for tracking; Shawn Harvey (Help Desk Manager) > deactivate in PRR			08/21/20	N/A	N/A	N/A	
6.04	Tier 1 Help Desk Escalation Plan Created	WS-16(A)	H	<ul style="list-style-type: none"> 25% drafted by 7/31/20 50% reviewed by 8/7/20 75% updates by 8/11/20 100% finalized by 8/14/20 	Daymon Jensen	Angel Garay	8/13 Angel to follow up & review w/ Brian & send back to Daymon today; 8/5 Draft email sent to Agency for review 8/4 Draft going to Angel this week for review; (ALM) Log a ticket, reach out to Tier 2. This will be a email template that will be provided to the Help Desk that they will use when need to escalate to Tier 2	100%		08/14/20	08/13/20	Go		
6.05	Tier 2 Resource Identified	WS-16(A)	H	100% if Resource identified by 8/01/20	Daymon Jensen	Angel Garay	Tier 2 resource identified	100%		08/01/20	07/21/20	Go		
6.06	Tier 2 Resource Mobilized	WS-16(A)	H	100% if Resource mobilized by 8/14/20	Daymon Jensen	Angel Garay	8/11 - Fausto is onboard 8/5 Background check complete, access requested 8/4 Background checks in progress; Mobilization will include access to Agency SharePoint and necessary access to IS/IP	100%		08/14/20	08/11/20	Go		
6.07	Support Staff Contact and On-call Lists Created		H	<ul style="list-style-type: none"> 25% identify individuals 50% review list of individuals 75% add office/cell number/email 100% finalize contact list 	Elizabeth D'Wolf	Angel Garay	8/14 Reviewed with Angel on 8/14 8/13 Daymon to submit to Angel for evidence; 8/6 On Call for ALM will be Rose Zhan and secondary will be Fausto Lee. On call for O&M will be Fausto Lee and escalation for both will be Daymon Jensen	100%		08/21/20	08/07/20	Go		
6.08	On-call Expectations and Escalation Process in Place		H	<ul style="list-style-type: none"> 25% drafted by 8/7/20 50% reviewed by 8/11/20 75% updates by 8/14/20 100% finalized by 8/20/20 	Elizabeth D'Wolf	Angel Garay	8/14 Reviewed with Angel on 8/14 8/13 Daymon to submit to Angel for evidence; 8/6 On Call for ALM will be Rose Zhan and secondary will be Fausto Lee. On call for O&M will be Fausto Lee and escalation for both ALM and O&M will be Daymon Jensen	100%		08/20/20	08/07/20	Go		
7	Operational Readiness Owner = Liz D'Wolf and Angel Garay							100%					Go	
7.01	Operational Readiness Review Complete		H	<ul style="list-style-type: none"> 30% = ORR criteria defined 60% = ORR test executed 100% = ORR test results documented 	Elizabeth D'Wolf	Angel Garay	8/12 ORR test results documented in the Operational Readiness Walkthrough deck and Mtg held with Stakeholders; 8/11 Mtg planned for tomorrow to complete; 8/5 Draft of Operational Review deck started based on old CMS & TRB Operational Readiness decks	100%		08/14/20	08/12/20	Go		
7.02	Production Readiness Stage Gate Review Preparation		H	<ul style="list-style-type: none"> 50% = Production Readiness Deck completed 100% = Production Readiness Stage Gate Review scheduled 	Elizabeth D'Wolf	Angel Garay	8/14 Reviewed with Angel on 8/14 8/13 Deck to be reviewed with Angel, meeting is scheduled; 8/12 - Production Readiness Stage Gate Review Scheduled and Deck Drafted	100%		08/18/20	08/12/20	Go		
8	Final Sign Off Owner = Tracy Feliciani and Scott Ward							100%					Go	

8.01	Go No-Go Criteria defined		H	Go or No-Go criteria defined for each discipline # defined of total	Tracy Feliciani	Angel Garay	8/12 email to Angel for Go decision; Status: 8 of 8 General Readiness -> all criteria defined Technical Infrastructure -> all criteria defined Testing -> all criteria defined User Provisioning -> all criteria defined Training & OCM -> all criteria defined Post Implementation Maintenance & Support Readiness -> all criteria defined Operational Readiness -> all criteria defined Final Sign Off -> all criteria defined	100%		07/30/20	08/05/20	Go	
8.02	Go No-Go Criteria Approved		H	Go or No-Go criteria approved for each discipline # confirmed of total	Tracy Feliciani	Angel Garay	8/12 email to Angel for Go decision; Status: 8 of 8 General Readiness -> all criteria approved Technical Infrastructure -> all criteria approved Testing -> all criteria approved User Provisioning -> all criteria approved Training & OCM -> all criteria approved Post Implementation Maintenance & Support Readiness -> all criteria approved Operational Readiness -> all criteria approved Final Sign Off -> all criteria approved	100%		07/30/20	08/05/20	Go	
8.03	Signoff Obtained from Key Go or No-Go Decision Owners	WS-17A	H	Lines above is either Yes or Conditional Yes for Go	Tracy Feliciani	Scott Ward	8/17 - all areas go or conditional go. General Readiness: CONDITIONAL GO Technical Infrastructure: GO Testing: GO User Provisioning: GO Training & OCM: CONDITIONAL GO Post Implementation Maintenance & Support Readiness: GO Operational Readiness: GO	100%		08/20/20	08/17/20	Go	
8.04	Stage Gate Review Conducted	WS-17A	H	Production Readiness Deck reviewed	Tracy Feliciani	Scott Ward	8/17 - Conducted meeting on 8/17 and received go from Go/No-Go Owner 8/11 - Mtg scheduled for 8/17	100%		08/20/20	08/17/20	Go	