

## EEF Governance Board Meeting

Date: 5/3/2013  
Location: DCO 3<sup>rd</sup> Floor CR, 9:30-10:00am  
Goal: Weekly updates and communication with the Governance Board.  
Topic(s): Weekly Status Report and important issues.  
Invited (**Attended**): **Todd Schrubb, Justin Mattocks – CAI Samee Mohammed - EP  
Joni, Basch, Melissa, Barbara, Jerry, Melinda – DHS**

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### Meeting Notes / Issues (I) / Decisions (D) / Action Items (A):

**Notes:** Todd spent the first 20 minutes going through the status report and updating the board on accomplishments and key upcoming objectives.

**Issue:** Andy has to sign the APDU & RAI. He has to sign anything going to CMS.

**Action Items:** Create cover letter for Andy to sign in regards to the APDU due 5/5.

**Issue:** 1) Facilities. DIS needs to lease. Then sublease to DHS. DIS will be responsible for the build out.

**Action Items:** Claire will need to approve.

**Issue:** 2) Question on the approach. Can we evaluate the impacts.

Joni: Be sure isn't doesn't jeopardize the overall timeframe. Get the EEF pieces. Not a lot of time for plans and proposals. What does the operating environment need to look like? Maybe more robust over time.

**Decision:**

**Issue:** 3) & 4) Another software purchase needed.

**Decision:** Yes this in the budget. Do some investigation on the software needed and provide me detailed information in a subsequent meeting.

**Issue:** 8) Setting up the governance sub committees soon.

**Decision:** Yes, we need to get these going. Technical Review board needs to be first.



<b>Status</b>	Overall	Yellow	Scope (Backlog)	Yellow	Schedule (Milestones)	Yellow	Sprint Progress	Green	
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>				
	Overall Project Scope: TBD				Original Sprint Scope: TBD				
	Completed Scope: TBD				Remaining Scope: TBD (Days)				
	Remaining Scope: TBD				Scope Status: TBD Days (behind)				
	Scope Status: +/- N/A								
<b>Key Accomplishments Since Last Week</b>	Risk Score (Count): 536 (50)								
	New Risks: 0								
	<ul style="list-style-type: none"> <li>• Attended Curam Developer Training this week May 13<sup>th</sup> -17<sup>th</sup>.</li> <li>• Planned the next meetings with the DCO Transition Team in order to continue defining how DCO will use Curam to manage work.</li> <li>• Conducted Sprint 1 Planning Sessions Part 1 &amp; 2.</li> <li>• Continued Agile Training for project team.</li> <li>• Conducted facilities meeting with DIS, OST, EPMT, and DCO. Determined network connectivity configuration, workstation setup and staff access controls. Ordered workstations and chairs.</li> <li>• Defined/Redefined project processes associated with human resources. (Onboarding, time tracking, etc.)</li> <li>• Provided access for development team to DIS infrastructure. (Curam Demo, Dev, and Test)</li> <li>• Created privacy and security workgroup to address FTI.</li> <li>• Completed action plan to address the action items identified during the CMS Consult meeting (e.g. CALT plan upload).</li> <li>• Attended meetings with the DCO Transition Team and provided an overview of Curam as well as discussed how it can be used for Universal Case Management.</li> <li>• Acquired CMS'Account Transfer Business Services Definition (BSD) and began noting Use Case scenarios that must be addressed as well as CMS assumptions that must be validated.</li> </ul>								
	<b>Upcoming Milestones</b>	<ul style="list-style-type: none"> <li>• Attend the second week of Curam Developer Training, May 20<sup>h</sup> -24<sup>th</sup>.</li> <li>• Plan for end of Sprint 1 meetings (Risk, Retrospective, Reviews) and Sprint 2 Planning Meetings (Pre-planning, Part 1 &amp; Part 2)</li> <li>• Begin defining contingency scenarios that must be addressed by our FFM Contingency Plans.</li> <li>• Mapping of data from the legacy database into the current 6.0.4 database structure</li> <li>• Provide CMS with Sprint 0 Completion Report and Sprint 1 PreSprint Planning Report</li> </ul>							



#	Decision Item	Status Notes
1	Facilities Through DIS	<p>From facility buildout meeting:</p> <ul style="list-style-type: none"> <li>• Project facility being used as a DHS “Hot Site” for backups- will be wired to have both DHS and DIS networks. DIS will use CISCO switch, DHS will use Interasys switch for hot-site.</li> <li>• Project team will be on DIS network with workstations imaged to DIS standards. Need to get workstations moved from DHS delivery location to DIS for imaging.</li> <li>• Phones will be VOIP and be limited to conference areas; project teams will use cell phones for individual calls.</li> <li>• Physical access will use proxy cards rather than key-pads.</li> <li>• Decision: Escalate building lease to Ann. Feature teams need space where they can all collaborate together, with or without system connectivity.</li> </ul>
2	Medicaid Eligibility Renewals between 1/1 and 3/31	<p>CMS provided the following steps for ensuring that Medicaid enrollees who come up for renewal between January and March 2014 are addressed appropriately.</p> <p>For an individual who comes up for renewal on February 1, 2014, states need to:</p> <ol style="list-style-type: none"> <li>1. Conduct an eligibility redetermination by applying MAGI-based methods (at the converted income standard). If eligible, renew coverage for a 12-month period ending in February 2015.</li> <li>2. If the individual is ineligible per step 1, determine whether s/he remains eligible based on 2013 (current) methods and income standard. If so, eligibility is protected using 2013 methods until April 1, 2014. Go to step 4.</li> <li>3. If not eligible per either step 1 or 2, consider whether the individual might be eligible on other bases of eligibility and pursue any possibilities. If no other pathways apply, provide the individual with notice of termination and appeal rights and transfer their account to the Exchange (or CHIP) for eligibility determination and enrollment in a QHP (or CHIP).</li> <li>4. On April 1, 2014, for those who remain eligible per step 2 (using 2013 methods and income standards), consider whether the individual qualifies on other bases of eligibility, and renew eligibility until April 1, 2015. If not, provide notice and appeal rights for termination effective April 1, 2014.</li> </ol> <p>CMS is providing guidance regarding States requesting specific processes. <b>Our resulting approach may impact our assumptions for eligibility determinations between Jan 1 and March 31 and our data conversion approach.</b></p>



#	Decision Item	Status Notes
3	Curam R8 vs R9	<p>It was learned that IBM has made or will make preview release 9 (version 6.0.5.1) available to states that includes some fixes to release 8. Originally we were provided access to version 6.0.4 and requested 6.0.5 this week.</p> <p><b>Because the initial build process is lengthy and not easily switched from version to version, should the team stop working on 6.0.4 and work on the yet-to-be-downloaded R8 (6.0.5) or wait for the request for R9 (6.0.5.1)?</b></p>
4	IBM Resource "Procurement"	<p>Establishing IBM resources on the project requires us to address several terms and conditions (T&amp;Cs) associated with intellectual property from IBM that:</p> <ol style="list-style-type: none"> <li>1) Cannot be provided in their SOW under staff augmentation (per OSP mandate no T&amp;C content can be added to SOWs)</li> <li>2) May not be accommodated/allowable under the master staff aug contract</li> </ol> <p><b>Discussion of either of the above options may require OSP involvement. The issue may require escalation within IBM to avoid more lengthy contractual discussion.</b></p>
5	Approach to Addressing EEF Impacts from the Health Care Independence Program	<p>On 5/16 several members of the EEF team met with members of DMS' MMIS vendor to discuss the proposed plan to address the Health Care Independence Program. The initial design discussion suggests that the EEF project scope will need to be increased to include a:</p> <ol style="list-style-type: none"> <li>1) check for existing Medicaid eligibility (may be able to leverage the FFM "MEC" interface)</li> <li>2) new interface to pass basic demographic information for the Adult MAGI expansion population to the non-EEF system to enable continuation of enrollment processes</li> </ol> <p><b>Due to the above it is unclear how Medicaid cards can be printend from the EEF because the EEF will not have the necessary information to determine, definitively, who requires a Medicad card and who requires a card from a QHP.</b></p>
6	Governance Subcommittees:	<p>It is a best-practice to establish supplemental groups to govern several aspects of the project focused in particular competencies or areas of the project. Doing so reduces the burden on this governance board and enables deeper discussion in the particular area of focus. Four different groups are proposed:</p> <ul style="list-style-type: none"> <li>· <i>Technology Review Board</i></li> <li>· <i>Business Review Board</i></li> <li>· <i>Data Review Board</i></li> <li>· <i>Configuration Review Board</i></li> </ul> <p><b>Can we have approval to plan and establish the above boards? The next step would be to establish charters for each of the above teams, identify the membership and setup the regular meetings.</b></p>



<b>Reporting Period</b>	May 13 – 17 2013							
<b>Status</b>	Overall	Yellow	Scope (Backlog)	Yellow	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Overall Project Function Point Allocation: N/A				Original Sprint Scope: 220 days (Pending MEC)			
	Completed Function Points: N/A				Remaining Scope: 189.5			
	Remaining Function Points: N/A				Scope Status: -9.7 days			
	Function Point Status: +/- N/A							
<b>Key Accomplishments Since Last Week</b>	Risk Score (Count): 546 (60)							
	New Risks: 1							
<b>Activities For Current Week (05/28/2013)</b>	<ul style="list-style-type: none"> <li>Finalized lease for project facility in the Metro building.</li> <li>Attend the second week of Curam Developer Training, May 20<sup>h</sup> -24<sup>h</sup>.</li> <li>Responded to CMS' Wave 4 testing with the Feds.</li> <li>Obtained a copy of IBM Curam Release 9.</li> <li>Uploaded and updated planning documentation required by CMS in CALT.</li> <li>Completed the Pre-Sprint Planning Report and Testing Approach Strategy.</li> <li>Conducted OCM executive Team Meeting with County Area Directors.</li> <li>Completed draft of communication Matrix and identified OCM audience communication channels.</li> <li>Continued business analysis of OOTB Curam Single Streamlined Application and MAGI Rules.</li> <li>Completed the Review and Decomposition of summary FFM Use Cases and FFM BSD.</li> <li>Identified the Curam OOTB Location structure and Organization structure, Positions and Users for Arkansas.</li> <li>Created an overall Enterprise level Sprint Backlog to track progress of all Sprint teams in one location (OST, "The Far Side").</li> <li>Planned and began coordinating end of Sprint 1 meetings and Sprint 2 Planning meetings</li> <li>Began final refinement of Product Backlog and Roadmap</li> <li>Began coordinating final planning for Data Conversion.</li> </ul>							
	<ul style="list-style-type: none"> <li>Revise status reporting to directly tie to Enterprise Sprint Backlog tasks and progress.</li> <li>Review of proposed interim &amp; final Identity and Access Management (IAM) Architecture</li> <li>Complete review of Federal Minimum Security Requirements (MARS-E)</li> <li>Begin facility buildout and obtaining access for project team members.</li> <li>Plan kick off orientation for change champions/county admins.</li> <li>Update the EEF project Staffing Allocation Matrix and resuting budget for human resources on the project.</li> <li>Continue refining the Product Backlog and Roadmap.</li> <li>Establish the Technical Architecture Review Board (TARB) and Business Review Board (BRB) Governance Subcommittees.</li> <li>Finalize the Curam requirements for the Arkansas Location and Organization structures.</li> </ul>							



#	Decision Item	Status Notes
1	Facilities Availability by: <b><u>6/10 (Sprint 2 begin)</u></b>	<p><b>May 24, 2013</b> With the signing of the facility lease this week, the team needs to move quickly to eliminate the single greatest issue, and contributing factor to the existing <u>Sprint schedule lag</u>, for the project team. The following items need executive sponsorship and support to expedite the completion of:</p> <ul style="list-style-type: none"> <li>• Network connectivity to the DIS network</li> <li>• Work station build out</li> <li>• Chairs</li> <li>• Project team access</li> </ul> <p>Update: June 3<sup>rd</sup> projected move in. Need to coordinate chairs for the facility. Need list sent for building access. Lease needs to be resigned by ABA and Claire. A paragraph had to be removed from the contract.</p> <p><b>May 17, 2013 Update:</b> From facility buildout meeting:</p> <ul style="list-style-type: none"> <li>• Project facility being used as a DHS "Hot Site" for backups- will be wired to have both DHS and DIS networks. DIS will use CISCO switch, DHS will use Interasys switch for hot-site.</li> <li>• Project team will be on DIS network with workstations imaged to DIS standards. Need to get workstations moved from DHS delivery location to DIS for imaging.</li> <li>• Phones will be VOIP and be limited to conference areas; project teams will use cell phones for individual calls.</li> <li>• Physical access will use proxy cards rather than key-pads.</li> </ul>
2	Curam R8 vs R9	<p><b>May 24, 2013</b> The project team continued with the installation of 6.0.4 while 6.0.5.1 was obtained. 6.0.5.1 is now being installed. As a result of the delay in getting an Curam version with the necessary interfaces several <u>Feature Teams were not able to progress as planned contributing to the Sprint delay</u>. It is unclear if the 9.7 day lag can be completely made up.</p> <p><b>May 17, 2013</b> It was learned that IBM has made or will make preview release 9 (version 6.0.5.1) available to states that includes some fixes to release 8. Originally we were provided access to version 6.0.4 and requested 6.0.5 this week.</p> <p>Because the initial build process is lengthy and not easily switched from version to version, should the team stop working on 6.0.4 and work on the yet-to-be-downloaded R8 (6.0.5) or wait for the request for R9 (6.0.5.1)?</p>



#	Decision Item	Status Notes
3	IBM Resource "Procurement"	<p><b>May 17, 2013</b>            Establishing IBM resources on the project requires us to address several terms and conditions (T&amp;Cs) associated with intellectual property from IBM that:</p> <ol style="list-style-type: none"> <li>1) Cannot be provided in their SOW under staff augmentation (per OSP mandate no T&amp;C content can be added to SOWs)</li> <li>2) May not be accommodated/allowable under the master staff aug contract</li> </ol> <p>Discussion of either of the above options may require OSP involvement. The issue may require escalation within IBM to avoid more lengthy contractual discussion.</p> <p><b>Update 5/24/13:</b> Identify a process by COB on Tuesday, May 28<sup>th</sup>. Bash will contact Andy about the resources.  <b>Update 5/17/13: Decision:</b> NDA doesn't require IBM on site. Reference Master Agreement with IBM.  <b>Action Items:</b> Jeff Dean in charge of referencing this situation. Todd is sending over the SOW draft.</p>
4	EEF Data Conversion	<p><b>May 24, 2013</b></p> <ul style="list-style-type: none"> <li>• Several meetings were conducted to review the existing data conversion plan</li> <li>• The team is planning several meetings next week to:               <ul style="list-style-type: none"> <li>○ Work with DCO to make several key decisions that impact the operational implementation of the system, including policy related decisions that directly impact the data conversion</li> <li>○ Establish team resources to begin extracting legacy data into the temporary data store and begin analysis</li> <li>○ Work with DIS to establish require infrastructure and processes to enable conversion activities</li> </ul> </li> </ul>
5	Governance Subcommittees:	<p><b>May 24, 2013</b>            Two charters are ready for review by the Governance Board:</p> <ul style="list-style-type: none"> <li>• <i>Technical Review Board</i></li> <li>• <i>Business Review Board</i></li> </ul> <p><b>May 17, 2013</b>            Additional different groups are proposed:</p> <ul style="list-style-type: none"> <li>• <i>Data Review Board</i></li> <li>• <i>Configuration Review Board</i></li> <li>• <i>Security Review Board (new)</i></li> </ul>



<b>Reporting Period</b>	May 28-31							
<b>Status</b>	Overall	Yellow	Scope (Backlog)	Yellow	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Overall Project Function Point Allocation: N/A				Original Sprint Scope: 220 days (Pending MEC)			
	Completed Function Points: N/A				Remaining Scope: 122.5			
	Remaining Function Points: N/A				Scope Status: -5.56 days			
	Function Point Status: +/- N/A							
<b>Key Accomplishments Since Last Week</b>	Risk Score (Count): 519 (52)							
	New Risks:							
<b>Activities For Current Week (06/3/2013)</b>	<ul style="list-style-type: none"> <li>Preparing to move in the Metro building project facility, June 3<sup>rd</sup>.</li> <li>Created a Curam Development Workstation image on Windows.</li> <li>Identified and Created a plan for all Test and Productions environments.</li> <li>Completed and Approved Identity and Access Management (IAM) Architecture.</li> <li>Reviewed FFM BSD and Identification of different Scenarios and Use Cases for Account Transfers.</li> <li>Planned kick off orientation for Change Champions/County administrators.</li> <li>Updated the EEF project Staffing Allocation Matrix and Financial Budget.</li> <li>Began planning the Comprehensive Testing Strategy.</li> <li>Established the Technical Review Board (TRB) and Business Review Board (BRB) Governance Subcommittees.</li> <li>Reviewed the Curam Location and Organization structures and made recommendations for the Arkansas structures.</li> <li>Completed the validation of several of the Administrative screens and created documentation for code table values on the related screens.</li> <li>Completed review of Curam OOTB Rate Tables and rate tables specific to Arkansas.</li> <li>Documented the basic testing scenarios needed for MAGI.</li> </ul>							
	<ul style="list-style-type: none"> <li>Continue refining the Product Backlog, Testing Strategy, and Roadmap.</li> <li>Finish CALT Planning Phase documentation.</li> <li>Complete review of Federal Minimum Security Requirements (MARS-E).</li> <li>Develop plan to complete SSP/SPR documentation for CMS.</li> <li>Setup an initial Curam Environment for Development and Testing.</li> <li>Establish Curam code version control environment.</li> <li>Complete the review, validation and documentation for the remaining Administrative screens.</li> <li>Submit the Organization and Location Structure recommendation for approval.</li> <li>Verify all MAGI eligibility rule engines in Curam.</li> <li>Perform GAP Analysis for FFM and Curam specs.</li> <li>Review Scenarios and Use Cases with Arkansas DCO.</li> <li>Review new Curam Release Specs to Identify Assumptions and Use Cases.</li> </ul>							



	<ul style="list-style-type: none"> <li>• Attending Websphere training this week, June 3<sup>rd</sup>- June 7<sup>th</sup>.</li> <li>• Setting up the OCM SharePoint site that will be used to distribute materials and collect data.</li> <li>• Distributing and analyzing data received from a survey designed to gauge EEF project awareness in local offices - all responses due by Wednesday 6/5 COB.</li> <li>• Preparing content with DCO for the Change Champion kick-off event scheduled for Tuesday 6/11.</li> </ul>
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#	Item	Status	Status Notes
1	General	N/A	<p><b>General News &amp; Notes:</b></p> <ul style="list-style-type: none"> <li>• Michelle Brown-Will be onsite this week (OCM)</li> <li>• Mary Beth Masck – OCM Analyst</li> <li>• Angela Spann – BPM Manager</li> <li>• Rishi Yagnik – SOA</li> </ul> <p><b>Notable Project Meetings &amp; CMS Webinars</b></p> <ul style="list-style-type: none"> <li>• CMS ACA Security Staff - 6/3/13</li> <li>• End Users Training Unit Meeting - 6/4/13</li> <li>• ACA Medicaid Policy Meeting – 6/5/13</li> <li>• EEF Risk/Project Review Meeting – 6/5/13</li> <li>• Sprint 1 Feature Teams Reviews and Retrospectives – 6/5-6/8</li> <li>• OCM Executive Meeting-6/6/13</li> <li>• Sprint 2 Pre-Planning Meeting – 6/7/13</li> <li>• EEF Governance Board Meeting – 6/7/13</li> </ul>



<b>Reporting Period</b>	June 3-7							
<b>Status</b>	Overall	Yellow	Scope (Backlog)	Yellow	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Overall Project Function Point Allocation: N/A				Original Sprint Scope: 220 days (Pending MEC)			
	Completed Function Points: N/A				Remaining Scope: 62.25			
	Remaining Function Points: N/A				Scope Status: -5.36 days			
	Function Point Status: +/- N/A							
	Risk Score (Count): 541 (50)		New Risks: 6					
<b>Key Accomplishments Since Last Week</b>	<ul style="list-style-type: none"> <li>• Moved in the Metro building project facility, June 6<sup>th</sup>.</li> <li>• Established plan to complete SSP/SPR documentation due to CMS on July 1.</li> <li>• Successfully setup R9 Curam Environment for Development and Testing.</li> <li>• Attending Websphere training this week, June 3<sup>rd</sup>- June 7<sup>th</sup>.</li> <li>• Successfully retested DSH hub.</li> <li>• Completed review of all Administrative screens including Organization, Position, Location, Users, Work Patterns and Calendar.</li> <li>• Discussed Sprint 2 and 3 Backlog items and identified what we need to do related to the CMS approved online application.</li> <li>• Verified documentation of MAGI rule engine testing worksheets &amp; completed Defining 45 Test Cases and Test Scenarios.</li> <li>• Completed the Decomposition of Use Cases and Defining Contingencies for FFM and EEF Delays.</li> <li>• Preparing content with DCO for the Change Champion kick-off event scheduled for Tuesday 6/11.</li> <li>• Reconciled the APDU Financial Budget.</li> <li>• Prepared the Sprint 1 Completion Report.</li> <li>• Reviewed the Comprehensive Testing Strategy.</li> <li>• Conducted end of Sprint meetings for Sprint 1 (Risk, Retros, Review) and began planning Sprint 2.</li> </ul>							
<b>Activities For Current Week (06/3/2013)</b>	<ul style="list-style-type: none"> <li>• Complete Sprint 2 Planning with the project team.</li> <li>• Align the Staffing Allocation plan with project deliverables.</li> <li>• Finalize uploads of CALT Planning Phase documentation.</li> <li>• Begin work on the SSP Plan.</li> <li>• Set up more Curam environments.</li> <li>• Review OOTB Roles and documenting any changes or new roles needed.</li> <li>• Setup User with assigned roles for team use.</li> <li>• Perform GAP between the CMS Account Transfer Specifications (BSD) and Curam Specifications.</li> <li>• Review Scenarios and Use Cases with Arkansas DCO.</li> <li>• Review new Curam Release Specs to Identify Assumptions and Use Cases.</li> <li>• Setting up the OCM SharePoint site that will be used to distribute materials and collect data.</li> </ul>							



#	Item	Status	Status Notes
1	General	N/A	<p><b>General News &amp; Notes:</b></p> <ul style="list-style-type: none"> <li>• Rohit Arora – Curam Technical Lead</li> <li>• Raturaj Varne – Curam Technical Lead</li> <li>• Bin Liu – Curam Developer</li> <li>• Regie Nofiele - Curam Developer</li> <li>• Vamshi Vankadara - Curam Developer</li> <li>• Carolyn Butler – QA Manager</li> <li>• Suman Upadhyay - Tester</li> <li>• Manoj Adkhikari – Systems Analyst</li> </ul> <p><b>Notable Project Meetings &amp; CMS Webinars</b></p> <ul style="list-style-type: none"> <li>• DCO Change Champions Kick Off Meeting – 6/11/13</li> <li>• Sprint 2 Planning Meeting (Parts 1 &amp; 2) – 6/11/13</li> <li>• ACA Medicaid Policy Meeting – 6/12/13</li> <li>• EEF Governance Board Meeting – 6/14/13</li> </ul>



<b>Reporting Period</b>	June 10-14							
<b>Status</b>	Overall	Red	Scope (Backlog)	Red	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Overall Project Function Point Allocation: N/A				Original Sprint Scope: 220 days (Pending MEC)			
	Completed Function Points: N/A				Remaining Scope: 62 – End of Sprint 1			
	Remaining Function Points: N/A				Scope Status: -5.34 days			
	Function Point Status: +/- N/A							
<b>Key Accomplishments Since Last Week</b>	Risk Score (Count): 550 (51)							
	New Risks: 1							
	<ul style="list-style-type: none"> <li>Finished the Met Tower facilities move in and build out.</li> <li>Installed and configured Cognos Dev.</li> <li>Completed AIX Dev1 and began OOB1.</li> <li>Established plan to complete SSP/SPR documentation due to CMS on July 1.</li> <li>Defined work processes for SSP. Identified 269 items and 94 are in progress.</li> <li>Planned SSP pre-release.</li> <li>Established new onboarding processes and procedures.</li> <li>Conducted Change Champions kickoff meeting.</li> <li>Prepared materials for the first Change Readiness that will be conducted in local DCO offices.</li> <li>Issued the Change Champion follow up surveys.</li> <li>Established the OCM SharePoint site that will be used to distribute materials and collect data.</li> <li>Completed review of all Administrative screens including Organization, Position, Location, Users, Work Patterns and Calendar.</li> <li>Reviewed existing MAGI Rules in Curam OOTB.</li> <li>Examined what rate tables need to be configured for Arkansas.</li> <li>Tested the Curam remote connectivity access successfully.</li> <li>Completed Defining Test Cases and Test Scenarios based on the Use Cases.</li> <li>Finished the Decomposition of Use Cases and Defining Contingencies for FFM and EEF Delays.</li> <li>Defined the Operational Reports for 10/1.</li> <li>In the process of putting together detailed task for the conversion and resources needed for the project.</li> <li>Completed the Sprint 1 Completion Report.</li> <li>Reconciled Sprint 1 Resource Budget.</li> <li>Defined Curam re-useability processes and planned re-useability scenarios.</li> <li>Began working on the joint EEF Share Point site.</li> <li>Reviewed the Technical Review Board (TRB) and Business Review Board (BRB) Governance Subcommittees.</li> </ul>							



#	Item	Status	Status Notes
1	General	N/A	<p><b>General News &amp; Notes:</b></p> <ul style="list-style-type: none"> <li>• Mike O'Shea – PMO Deliverables Manager</li> </ul> <p><b>Notable Project Meetings &amp; CMS Webinars</b></p> <ul style="list-style-type: none"> <li>• ACA Medicaid Policy Meeting – 6/19/13</li> <li>• EEF Governance Board Meeting – 6/21/13</li> </ul>

# EEF Governance Board



<b>Reporting Period</b>	June 24-28 2013							
<b>Status</b>	Overall	Red	Scope (Backlog)	Red	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Risk Score (Count): 565 (52) New Risks: 1				Sprint Scope: 25 days Remaining Sprint Scope: 9 days Sprint Status: Yellow			
<b>Key Accomplishments Since Last Week</b>	<ul style="list-style-type: none"> <li>Met with Feature Team Leads to discuss new format for Weekly Status Reports.</li> <li>Discovery of Curam Rule Sets in 6.0.5.1</li> <li>Configured Curam Data Screen Hub and Organization Structure.</li> <li>Gathered requirements for 4 MAGI categories and 8 benefit programs unique to the State of Arkansas.</li> <li>Reviewed the Latest CMS FFM BSD (Jun-2013) and Identify/Refine Scenarios &amp; Use Cases.</li> <li>Identified, Defined and Created Test Cases and Test Scenarios based on the new Use Cases.</li> <li>Elaborated on our Contingency Plans for FFM and EEF Delays.</li> <li>Completed OCM Scope Plan.</li> <li>Compiled Status Reports from 97 Change Champions for Week 1 to measure progress.</li> <li>Completed SPR and SSP document and workbook SPR.</li> <li>Updated the Kanban board, refined team alignment and collected tasks from the teams.</li> <li>Reviewed and updated the project RACI matrix- finalization of RACI expected at the GRB meeting.</li> <li>Created the OCM and PMO planning documents to 10/1.</li> <li>Discussed EEF/Arkansas Health Care Independence integration at E&amp;E HP meeting.</li> <li>Assessed Wave 4 Federal DSH testing requirements against Curam features- gaps being cataloged and addressed</li> </ul>							

#	Decision Item	Status Notes
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# EEF Governance Board



#	Decision Item	Status Notes
1	IBM Resource "Procurement"	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>• Vikas Kochhar, IBM Managing Consultant started 6/26/13.</li> <li>• SHI was signed with IBM on 6/24/13.</li> <li>• <b>MM: Vikas might only be temporary. Need a permanent Business Analyst, and another Technical Architect. Dick is still working to secure resources.</b></li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>• Dick is working on the IBM Procurement Solutions this week.                             <ul style="list-style-type: none"> <li>○ Dick should hear back from IBM by EOD 6/21. IBM is working on allocating a Technical Architect first, then a Business Architect. Dick will inform Linda as to start dates so she can facilitate onboarding.</li> </ul> </li> <li>• Todd is inquiring about Curam Resources from two additional companies.</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>• Dick is working on the IBM Procurement Solutions this week.</li> <li>• Todd is inquiring about Curam Resources from two additional companies.</li> <li>•</li> </ul> <p><b>June 7, 2013</b></p> <ul style="list-style-type: none"> <li>• CAI submitted feedback to IBM following discussion on Monday</li> <li>• IBM working through SOW with their legal.</li> </ul> <p><b>May 31, 2013</b></p> <ul style="list-style-type: none"> <li>• Issue escalated as #1 priority for the project</li> <li>• Desired timeline for resolution is COB 5/31</li> </ul> <p><b>May 17, 2013</b></p> <p>Establishing IBM resources on the project requires us to address several terms and conditions (T&amp;Cs) associated with intellectual property from IBM that:</p> <ol style="list-style-type: none"> <li>1) Vehicle to deliver this language – SOW</li> <li>2) Multi-party signatures</li> <li>3) IP language</li> <li>4) IBM resources</li> </ol>

# EEF Governance Board



#	Decision Item	Status Notes
2	Kanban Board/ Project Schedule	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Met with Feature Team leads to discuss the outline of project schedule and resource needs for 10/1.</li> <li><b>MM: Kanban Board will be Published to SharePoint by next Friday, July 5<sup>th</sup>.</b></li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Theresa has been working with the teams to identify Kanban tasks/milestones/deliverables.</li> <li>The team was required to submit their input and plans by COB yesterday (Thursday)</li> <li>Due to project activities and perceived priorities this task remains largely incomplete.</li> <li>The issue has been escalated for resolution to the Governance Board with a request that the project sponsor attend a team meeting Monday at 10:00 AM to convey the required priority.                             <ul style="list-style-type: none"> <li>Lori has feedback from Teresa that some teams need a Technical Project Manager to facilitate creation and statusing of the Kanban and work plans. Sami may be redirected to this role in the short term. Lori will follow up on this issue off-line and report back to Dick by Monday.</li> </ul> </li> </ul>
3	Project RACI/ Organization Structure & Roles	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>RACI chart is ready for GRB review.</li> <li><b>MM: Lori and Mike will update the RACI with new roles from the organization chart restructure. The roles on the organization chart and RACI should match each other.</b></li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>A draft of the RACI chart was created this week by Todd, Mike, Lori and Kaylin. The chart is being reviewed by the teams next week, and will be presented at the next Board meeting (Friday, 6/28).</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Communication – Roles and Responsibilities will be defined and assigned to teams. RACI chart will be distributed project wide through email and SharePoint.</li> <li>First draft will be completed by 6/21.</li> <li>How do we inform (I) the Project Team – Status reports, Meeting minutes, Email, Sprint Reviews? Depends on the stakeholder and milestones.</li> </ul>

# EEF Governance Board



#	Decision Item	Status Notes
4	EEF Data Conversion	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Lori is setting a phone call with Jeff Lee from Maryland. The Resource Plan has changed since Kenny and Lee finished it last Wednesday. Need to get a new plan together and check with DWS for their assistance with this.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Kenny and Lee are meeting Monday to finalize a data conversion plan and resource staffing model.</li> </ul> <p><b>May 24, 2013</b></p> <ul style="list-style-type: none"> <li>Several meetings were conducted to review the existing data conversion plan</li> <li>The team is planning several meetings next week to:                             <ul style="list-style-type: none"> <li>Work with DCO to make several key decisions that impact the operational implementation of the system, including policy related decisions that directly impact the data conversion</li> <li>Establish team resources to begin extracting legacy data into the temporary data store and begin analysis</li> <li>Work with DIS to establish require infrastructure and processes to enable conversion activities</li> </ul> </li> </ul>
5	Governance Plan	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Governance Charter is ready for review and approval.</li> <li>MM: Review GRB Charter. Send suggestions or changes to Dick by COB Wednesday, July 3<sup>rd</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>The Governance Charter needs to be reviewed and approved at the next meeting.</li> </ul>
7	Security Reports due	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>The SSP Workbook is complete and under review.</li> <li>The SPR and SSP Documents are complete.</li> <li>MM: SSP and SPR must be uploaded to CALT by 6/30. Barbara is responsible for the upload.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Security reports are due to CMS in June. Thomas Malecki will be on-boarded and owns this deliverable. Mike will inform Linda.</li> </ul>
8	Day 1 Consult	<p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Assessment, Gap Analysis, and mitigation planning.</li> <li>MM: CMS Consult is scheduled for July 9<sup>th</sup>, 1-3pm. A meeting will be scheduled for July 3<sup>rd</sup> to prepare. Gather each Feature Teams status, Gaps, and contingency plans and work upwards.</li> </ul>

# EEF Governance Board



<b>Reporting Period</b>	July 1 – 5, 2013							
<b>Status</b>	Overall	Red	Scope (Backlog)	Red	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Risk Score (Count): 565 (52) New Risks: 1				Sprint Scope: 25 days Remaining Sprint Scope: 9 days Sprint Status: Yellow			
<b>Key Accomplishments Since Last Week</b>	<ul style="list-style-type: none"> <li>• New format for Weekly Team Status Reports.</li> <li>• Gathered and reviewed input from each feature team to prepare for the Day 1 Consult             <ul style="list-style-type: none"> <li>○ Kerry: "consensus on a positive likelihood of successfully attaining the ACA Day 1 CSFs.... no longer see a need to open a project level risk.... documentation needs to be updated as soon as possible to provide documented evidence of how the EEF project will meet the CSFs. This includes the milestone target dates and associated risk and issue triggers. I do realize that Mike and the PMO are actively working on this."</li> </ul> </li> <li>• Sprint 1 Plan submitted as final.</li> <li>• Sprint 2 Plan, rewritten, submitted as draft. Final on Monday.</li> </ul>							

# EEF Governance Board



	Decision Item	Status Notes
1	IBM Resource "Procurement"	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Dick sent out an inquiry and has not heard back yet on IBM resources. We need permanent IBM resources ASAP.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Vikas Kochhar, IBM Managing Consultant started 6/26/13.</li> <li>SHI was signed with IBM on 6/24/13.</li> <li>MM: Vikas might only be temporary. Need a permanent Business Analyst, and another Technical Architect. Dick is still working to secure resources.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Dick is working on the IBM Procurement Solutions this week.                             <ul style="list-style-type: none"> <li>Dick should hear back from IBM by EOD 6/21. IBM is working on allocating a Technical Architect first, then a Business Architect. Dick will inform Linda as to start dates so she can facilitate onboarding.</li> </ul> </li> <li>Todd is inquiring about Curam Resources from two additional companies.</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Dick is working on the IBM Procurement Solutions this week.</li> <li>Todd is inquiring about Curam Resources from two additional companies.</li> <li>.</li> </ul> <p><b>June 7, 2013</b></p> <ul style="list-style-type: none"> <li>CAI submitted feedback to IBM following discussion on Monday</li> <li>IBM working through SOW with their legal.</li> </ul> <p><b>May 31, 2013</b></p> <ul style="list-style-type: none"> <li>Issue escalated as #1 priority for the project</li> <li>Desired timeline for resolution is COB 5/31</li> </ul> <p><b>May 17, 2013</b></p> <p>Establishing IBM resources on the project requires us to address several terms and conditions (T&amp;Cs) associated with intellectual property from IBM that:</p> <ol style="list-style-type: none"> <li>Vehicle to deliver this language – SOW</li> <li>Multi-party signatures</li> <li>IP language</li> <li>IBM resources</li> </ol>

# EEF Governance Board



	Decision Item	Status Notes
2	Kanban Board/ Project Schedule	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Uploaded to Sharepoint and send to the GRB today.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Met with Feature Team leads to discuss the outline of project schedule and resource needs for 10/1.</li> <li>MM: Kanban Board will be Published to SharePoint by next Friday, July 5<sup>th</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Theresa has been working with the teams to identify Kanban tasks/milestones/deliverables.</li> <li>The team was required to submit their input and plans by COB yesterday (Thursday)</li> <li>Due to project activities and perceived priorities this task remains largely incomplete.</li> <li>The issue has been escalated for resolution to the Governance Board with a request that the project sponsor attend a team meeting Monday at 10:00 AM to convey the required priority.                             <ul style="list-style-type: none"> <li>Lori has feedback from Teresa that some teams need a Technical Project Manager to facilitate creation and statusing of the Kanban and work plans. Sami may be redirected to this role in the short term. Lori will follow up on this issue off-line and report back to Dick by Monday.</li> </ul> </li> </ul>
3	Project RACI/ Organization Structure & Roles	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Have circulated to the GRB by COB next Wednesday.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>RACI chart is ready for GRB review.</li> <li>MM: Lori and Mike will update the RACI with new roles from the organization chart restructure. The roles on the organization chart and RACI should match each other.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>A draft of the RACI chart was created this week by Todd, Mike, Lori and Kaylin. The chart is being reviewed by the teams next week, and will be presented at the next Board meeting (Friday, 6/28).</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Communication – Roles and Responsibilities will be defined and assigned to teams. RACI chart will be distributed project wide through email and SharePoint.</li> <li>First draft will be completed by 6/21.</li> <li>How do we inform (I) the Project Team – Status reports, Meeting minutes, Email, Sprint Reviews? Depends on the stakeholder and milestones.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
4	EEF Data Conversion	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Jeff Lee has been working in Little Rock. He will be back 7/8 and will provide direction on schedule and planning.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Lori is setting a phone call with Jeff Lee from Maryland. The Resource Plan has changed since Kenny and Lee finished it last Wednesday. Need to get a new plan together and check with DWS for their assistance with this.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Kenny and Lee are meeting Monday to finalize a data conversion plan and resource staffing model.</li> </ul> <p><b>May 24, 2013</b></p> <ul style="list-style-type: none"> <li>Several meetings were conducted to review the existing data conversion plan</li> <li>The team is planning several meetings next week to:                             <ul style="list-style-type: none"> <li>Work with DCO to make several key decisions that impact the operational implementation of the system, including policy related decisions that directly impact the data conversion</li> <li>Establish team resources to begin extracting legacy data into the temporary data store and begin analysis</li> <li>Work with DIS to establish require infrastructure and processes to enable conversion activities</li> </ul> </li> </ul>
5	Governance Plan	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: No comments sent to Dick. Add Change Control Board. Resend to GRB for finalization on Friday.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Governance Charter is ready for review and approval.</li> <li>MM: Review GRB Charter. Send suggestions or changes to Dick by COB Wednesday, July 3<sup>rd</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>The Governance Charter needs to be reviewed and approved at the next meeting.</li> </ul>
7	Security Reports due	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Leave on agenda until CMS has confirmed the SSP on CALT.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>The SSP Workbook is complete and under review.</li> <li>The SPR and SSP Documents are complete.</li> <li>MM: SSP and SPR must be uploaded to CALT by 6/30. Barbara is responsible for the upload.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Security reports are due to CMS in June. Thomas Malecki will be on-boarded and owns this deliverable. Mike will inform Linda.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
8	Day 1 Consult	<p><b>July 5, 2013</b></p> <ul style="list-style-type: none"><li>• Create Powerpoint for Tuesday.</li></ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"><li>• Assessment, Gap Analysis, and mitigation planning.</li><li>• <b>MM: CMS Consult is scheduled for July 9<sup>th</sup>, 1-3pm. A meeting will be scheduled for July 3<sup>rd</sup> to prepare. Gather each Feature Teams status, Gaps, and contingency plans and work upwards.</b></li></ul>

# EEF Governance Board



<b>Reporting Period</b>	July 8 - 12, 2013							
<b>Status</b>	Overall	Red	Scope (Backlog)	Red	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Risk Score (Count): 565 (52) New Risks: 1				Sprint 2 Scope: 25 days Remaining Sprint Scope: 1 days Sprint Status: Yellow			
<b>Key Accomplishments Since Last Week</b>	<ul style="list-style-type: none"> <li>• Day 1 Consult</li> <li>• Sprint 2 Plan final submission</li> <li>• Sprint 2 Completion Report - in progress</li> <li>• EngagePoint SOA meeting and roadmap planning</li> <li>• Lori to find out what can be "reused", where are they? CALT list from Minnesota.</li> <li>• Schedule a Project Meeting to communicate Org chart, SOA, Roadmap?</li> <li>• RACI, Org Chart routed for review</li> <li>• Governance Charter routed for review with CCB updates</li> </ul>							
<b>New Items</b>	<ul style="list-style-type: none"> <li>• Letter from CMS: May 8 CMS DDConsult results</li> <li>• Day 1 Contingency Plans – Need Contingency Plan from Minnesota</li> </ul>							

# EEF Governance Board



	Decision Item	Status Notes
1	IBM Resource "Procurement"	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>IBM doesn't have any resources for us at the moment.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Vikas is not an Architect. Dick sent out an inquiry about an architect and has not heard back yet on IBM resources. We need permanent IBM resources ASAP.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Vikas Kochhar, IBM Managing Consultant started 6/26/13.</li> <li>SHI was signed with IBM on 6/24/13.</li> <li>MM: Vikas might only be temporary. Need a permanent Business Analyst, and another Technical Architect. Dick is still working to secure resources.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Dick is working on the IBM Procurement Solutions this week.                             <ul style="list-style-type: none"> <li>Dick should hear back from IBM by EOD 6/21. IBM is working on allocating a Technical Architect first, then a Business Architect. Dick will inform Linda as to start dates so she can facilitate onboarding.</li> </ul> </li> <li>Todd is inquiring about Curam Resources from two additional companies.</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Dick is working on the IBM Procurement Solutions this week.</li> <li>Todd is inquiring about Curam Resources from two additional companies.</li> <li>.</li> </ul> <p><b>June 7, 2013</b></p> <ul style="list-style-type: none"> <li>CAI submitted feedback to IBM following discussion on Monday</li> <li>IBM working through SOW with their legal.</li> </ul> <p><b>May 31, 2013</b></p> <ul style="list-style-type: none"> <li>Issue escalated as #1 priority for the project</li> <li>Desired timeline for resolution is COB 5/31</li> </ul> <p><b>May 17, 2013</b></p> <p>Establishing IBM resources on the project requires us to address several terms and conditions (T&amp;Cs) associated with intellectual property from IBM that:</p> <ol style="list-style-type: none"> <li>Vehicle to deliver this language – SOW</li> <li>Multi-party signatures</li> <li>IP language</li> <li>IBM resources</li> </ol>

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	Decision Item	Status Notes
2	Kanban Board/ Project Schedule	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>The Kanban Board will no longer be provided electronically. Only on the Met Tower 9<sup>th</sup> floor wall.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Uploaded to SharePoint and send link to the GRB by COB 7/5.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Met with Feature Team leads to discuss the outline of project schedule and resource needs for 10/1.</li> <li>MM: Kanban Board will be published to SharePoint by next Friday, July 5<sup>th</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Theresa has been working with the teams to identify Kanban tasks/milestones/deliverables.</li> <li>The team was required to submit their input and plans by COB yesterday (Thursday)</li> <li>Due to project activities and perceived priorities this task remains largely incomplete.</li> <li>The issue has been escalated for resolution to the Governance Board with a request that the project sponsor attend a team meeting Monday at 10:00 AM to convey the required priority.             <ul style="list-style-type: none"> <li>Lori has feedback from Teresa that some teams need a Technical Project Manager to facilitate creation and statusing of the Kanban and work plans. Sami may be redirected to this role in the short term. Lori will follow up on this issue off-line and report back to Dick by Monday.</li> </ul> </li> </ul>

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	Decision Item	Status Notes
3	Project RACI/ Organization Structure & Roles	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>Need modified Org Chart with correct updates for 7/19.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Dick will send out invite for after the Day 1 Consult meeting to discuss the all hands project meeting to announce the reorganization structure and new Architecture Strategy</li> <li>Formalizing RACI and have it circulated to the GRB by COB next Wednesday 7/10.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>RACI chart is ready for GRB review.</li> <li>MM: Lori and Mike will update the RACI with new roles from the organization chart restructure. The roles on the organization chart and RACI should match each other.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>A draft of the RACI chart was created this week by Todd, Mike, Lori and Kaylin. The chart is being reviewed by the teams next week, and will be presented at the next Board meeting (Friday, 6/28).</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Communication – Roles and Responsibilities will be defined and assigned to teams. RACI chart will be distributed project wide through email and SharePoint.</li> <li>First draft will be completed by 6/21.</li> <li>How do we inform (I) the Project Team – Status reports, Meeting minutes, Email, Sprint Reviews? Depends on the stakeholder and milestones.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
4	EEF Data Conversion	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>Geoff Leigh is continuing to create the conversion plan.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Geoff Leigh has been working in Little Rock. He will be back 7/8 and will provide direction on schedule and planning.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Lori is setting a phone call with Jeff Lee from Maryland. The Resource Plan has changed since Kenny and Lee finished it last Wednesday. Need to get a new plan together and check with DWS for their assistance with this.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Kenny and Lee are meeting Monday to finalize a data conversion plan and resource staffing model.</li> </ul> <p><b>May 24, 2013</b></p> <ul style="list-style-type: none"> <li>Several meetings were conducted to review the existing data conversion plan</li> <li>The team is planning several meetings next week to:                             <ul style="list-style-type: none"> <li>Work with DCO to make several key decisions that impact the operational implementation of the system, including policy related decisions that directly impact the data conversion</li> <li>Establish team resources to begin extracting legacy data into the temporary data store and begin analysis</li> <li>Work with DIS to establish require infrastructure and processes to enable conversion activities</li> </ul> </li> </ul>
5	Governance Plan	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li><b>Update the Governance Plan with the Change Control Board as part of the Governance Board.</b></li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: No comments sent to Dick. PMO will amend Governance Charter to add Change Control Board, send to GRB by COB on Wednesday 7/10.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Governance Charter is ready for review and approval.</li> <li>MM: Review GRB Charter. Send suggestions or changes to Dick by COB Wednesday, July 3<sup>rd</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>The Governance Charter needs to be reviewed and approved at the next meeting.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
7	Security Reports due	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>John arranging a meeting with Ray Hunter (CMS Security Analyst)</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: All Security documents posted on CALT on time, Sunday, June 30. Leave on agenda until CMS has confirmed the SSP on CALT.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>The SSP Workbook is complete and under review.</li> <li>The SPR and SSP Documents are complete.</li> <li>MM: SSP and SPR must be uploaded to CALT by 6/30. Barbara is responsible for the upload.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Security reports are due to CMS in June. Thomas Malecki will be on-boarded and owns this deliverable. Mike will inform Linda.</li> </ul>
8	Day 1 Consult	<p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>A response to CMS is needed explaining the project methodology and contrasting comparisons.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Mike will create PowerPoint Deck to present at Tuesday's Day One Consult.</li> <li>Bash: The call with CMS on 7/8, has been rescheduled to a later date (TBD)                             <ul style="list-style-type: none"> <li>Need to know what date the Gate Review is on and start preparing</li> </ul> </li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Assessment, Gap Analysis, and mitigation planning.</li> <li>MM: CMS Consult is scheduled for July 9<sup>th</sup>, 1-3pm. A meeting will be scheduled for July 3<sup>rd</sup> to prepare. Gather each Feature Teams status, Gaps, and contingency plans and work upwards.</li> </ul>

# EEF Governance Board



<b>Reporting Period</b>	July 15 - 19, 2013							
<b>Status</b>	Overall	Red	Scope (Backlog)	Red	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b> Risk Score (Count): 565 (52) New Risks: 1				<b>Overall Current Sprint (Days)</b> Sprint 2 Scope: 25 days Remaining Sprint Scope: 1 days Sprint Status: Yellow			
<b>Key Accomplishments Since Last Week</b>	<ul style="list-style-type: none"> <li>• Sprint 2 Completion Report - <b>Send through the QA Process</b></li> <li>• Sprint 3 Planning – <b>Make sure everyone is included.</b></li> <li>• Org Chart revisions – <b>Have for 7/26 GB meeting.</b></li> <li>• CALT document status (from May 8 Consult letter) – <b>A CALT project schedule is in process.</b></li> <li>• Day 1 Contingency Plans – GB approval meeting, Monday, July 29 @ 1PM</li> </ul>							
<b>New Items</b>	<ul style="list-style-type: none"> <li>• Day 1 Contingency Plans – Need Contingency Plan from Minnesota</li> <li>• HP Integration decision</li> <li>• Risk and Issue log in new SharePoint site</li> <li>• Status reporting process improvements</li> <li>• Need SharePoint admin (e.g. Lisa Wilson or Anne Lovelace) to help with design, admin process improvement</li> <li>• <b>Special Governance Board meeting scheduled for July 29<sup>th</sup> for contingency plan review.</b></li> </ul>							

# EEF Governance Board



	Decision Item	Status Notes
1	IBM Resource "Procurement"	<p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>Looking into resources from Redmane.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>IBM doesn't have any other resources for us at the moment. Vikas adding value, to TRB, BRB and daily 4:30.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Dick sent out an inquiry about an architect and has not heard back yet on IBM resources. We need permanent IBM resources ASAP.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Vikas Kochhar, IBM Managing Consultant started 6/26/13.</li> <li>SHI was signed with IBM on 6/24/13.</li> <li>MM: Vikas might only be temporary. Need a permanent Business Analyst, and another Technical Architect. Dick is still working to secure resources.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Dick is working on the IBM Procurement Solutions this week.                             <ul style="list-style-type: none"> <li>Dick should hear back from IBM by EOD 6/21. IBM is working on allocating a Technical Architect first, then a Business Architect. Dick will inform Linda as to start dates so she can facilitate onboarding.</li> </ul> </li> <li>Todd is inquiring about Curam Resources from two additional companies.</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Dick is working on the IBM Procurement Solutions this week.</li> <li>Todd is inquiring about Curam Resources from two additional companies.</li> <li>.</li> </ul> <p><b>June 7, 2013</b></p> <ul style="list-style-type: none"> <li>CAI submitted feedback to IBM following discussion on Monday</li> <li>IBM working through SOW with their legal.</li> </ul> <p><b>May 31, 2013</b></p> <ul style="list-style-type: none"> <li>Issue escalated as #1 priority for the project</li> <li>Desired timeline for resolution is COB 5/31</li> </ul> <p><b>May 17, 2013</b></p> <p>Establishing IBM resources on the project requires us to address several terms and conditions (T&amp;Cs) associated with intellectual property from IBM that:</p> <ol style="list-style-type: none"> <li>Vehicle to deliver this language – SOW</li> <li>Multi-party signatures</li> <li>IP language</li> <li>IBM resources</li> </ol>

# EEF Governance Board



	Decision Item	Status Notes
2	Kanban Board/ Project Schedule	<p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>No updates.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>The Kanban Board will no longer be provided electronically. Only on the Met Tower 9<sup>th</sup> floor wall.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Uploaded to SharePoint and send link to the GRB by COB 7/5.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Met with Feature Team leads to discuss the outline of project schedule and resource needs for 10/1.</li> <li>MM: Kanban Board will be published to SharePoint by next Friday, July 5<sup>th</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Theresa has been working with the teams to identify Kanban tasks/milestones/deliverables.</li> <li>The team was required to submit their input and plans by COB yesterday (Thursday)</li> <li>Due to project activities and perceived priorities this task remains largely incomplete.</li> <li>The issue has been escalated for resolution to the Governance Board with a request that the project sponsor attend a team meeting Monday at 10:00 AM to convey the required priority.             <ul style="list-style-type: none"> <li>Lori has feedback from Teresa that some teams need a Technical Project Manager to facilitate creation and statusing of the Kanban and work plans. Sami may be redirected to this role in the short term. Lori will follow up on this issue off-line and report back to Dick by Monday.</li> </ul> </li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
3	Project RACI/ Organization Structure & Roles	<p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>Continue to Update the Roles of each position.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>Routed for review. Need modified Org Chart with correct updates for 7/19.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Dick will send out invite for after the Day 1 Consult meeting to discuss the all hands project meeting to announce the reorganization structure and new Architecture Strategy</li> <li>Formalizing RACI and have it circulated to the GRB by COB next Wednesday 7/10.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>RACI chart is ready for GRB review.</li> <li>MM: Lori and Mike will update the RACI with new roles from the organization chart restructure. The roles on the organization chart and RACI should match each other.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>A draft of the RACI chart was created this week by Todd, Mike, Lori and Kaylin. The chart is being reviewed by the teams next week, and will be presented at the next Board meeting (Friday, 6/28).</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Communication – Roles and Responsibilities will be defined and assigned to teams. RACI chart will be distributed project wide through email and SharePoint.</li> <li>First draft will be completed by 6/21.</li> <li>How do we inform (I) the Project Team – Status reports, Meeting minutes, Email, Sprint Reviews? Depends on the stakeholder and milestones.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
4	EEF Data Conversion	<p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>No new updates.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>Geoff Leigh is continuing to create the conversion plan.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Jeff Lee has been working in Little Rock. He will be back 7/8 and will provide direction on schedule and planning.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Lori is setting a phone call with Jeff Lee from Maryland. The Resource Plan has changed since Kenny and Lee finished it last Wednesday. Need to get a new plan together and check with DWS for their assistance with this.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Kenny and Lee are meeting Monday to finalize a data conversion plan and resource staffing model.</li> </ul> <p><b>May 24, 2013</b></p> <ul style="list-style-type: none"> <li>Several meetings were conducted to review the existing data conversion plan</li> <li>The team is planning several meetings next week to:                             <ul style="list-style-type: none"> <li>Work with DCO to make several key decisions that impact the operational implementation of the system, including policy related decisions that directly impact the data conversion</li> <li>Establish team resources to begin extracting legacy data into the temporary data store and begin analysis</li> <li>Work with DIS to establish require infrastructure and processes to enable conversion activities</li> </ul> </li> </ul>
5	Security Reports due	<p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>CMS confirmed the the SSP. Looking for security advisor.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>John arranging a meeting with Ray Hunter (CMS Security Analyst). Looking for an onj-site security advisor.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: All Security documents posted on CALT on time, Sunday, June 30. Leave on agenda until CMS has confirmed the SSP on CALT.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>The SSP Workbook is complete and under review.</li> <li>The SPR and SSP Documents are complete.</li> <li>MM: SSP and SPR must be uploaded to CALT by 6/30. Barbara is responsible for the upload.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Security reports are due to CMS in June. Thomas Malecki will be on-boarded and owns this deliverable. Mike will inform Linda.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
6	Day 1 Consult	<p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>See Corrective Action Plans in Sprint 2 Completion Report</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>A response to CMS is needed explaining the project methodology and contrasting comparisons</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Mike will create PowerPoint Deck to present at Tuesday's Day One Consult.</li> <li>Bash: The call with CMS on 7/8, has been rescheduled to a later date (TBD)                             <ul style="list-style-type: none"> <li>Need to know what date the Gate Review is on and start preparing</li> </ul> </li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Assessment, Gap Analysis, and mitigation planning.</li> <li>MM: CMS Consult is scheduled for July 9<sup>th</sup>, 1-3pm. A meeting will be scheduled for July 3<sup>rd</sup> to prepare. Gather each Feature Teams status, Gaps, and contingency plans and work upwards.</li> </ul>

# EEF Governance Board



<b>Reporting Period</b>	July 22 - 26, 2013							
<b>Status</b>	Overall	Red	Scope (Backlog)	Red	Schedule (Milestones)	Yellow	Sprint Progress	Yellow
<b>Project Performance</b>	<b>Overall Function Points</b>				<b>Overall Current Sprint (Days)</b>			
	Risk Log Count: 19 New Risks: 1 Issues: 24 New Issues: 0				Sprint 3 Scope: 35 days July 15 to August 31, 2013 Remaining Weeks: 5 Sprint Status: YELLOW			
<b>Key Accomplishments Since Last Week</b>	<ul style="list-style-type: none"> <li>• Sprint 2 Completion Report</li> <li>• Sprint 3 Plan</li> <li>• CALT document status (from May 8 Consult letter)</li> <li>• Day 1 Contingency Plans – GB approval meeting, Monday, July 29 @ 1PM</li> </ul>							
<b>New Items</b>	<ul style="list-style-type: none"> <li>• PMO will draft a response letter to CMS</li> </ul>							
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Sprint 3 Feedback is needed by 7/30</li> </ul>							
<b>BRB Update</b>								
<b>TRB Update</b>								

# EEF Governance Board



	Decision Item	Status Notes
1	IBM Resource "Procurement"	<p><b>July 26, 2013</b></p> <ul style="list-style-type: none"> <li>· A permanent IBM Business Resource is on the way. A temporary resource is scheduled to come in August.</li> </ul> <p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>· Looking into resources from Redmane.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>· IBM doesn't have any other resources for us at the moment. Vikas adding value, to TRB, BRB and daily 4:30.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>· Dick sent out an inquiry about an architect and has not heard back yet on IBM resources. We need permanent IBM resources ASAP.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>· Vikas Kochhar, IBM Managing Consultant started 6/26/13.</li> <li>· SHI was signed with IBM on 6/24/13.</li> <li>· MM: Vikas might only be temporary. Need a permanent Business Analyst, and another Technical Architect. Dick is still working to secure resources.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>· Dick is working on the IBM Procurement Solutions this week. <ul style="list-style-type: none"> <li>○ Dick should hear back from IBM by EOD 6/21. IBM is working on allocating a Technical Architect first, then a Business Architect. Dick will inform Linda as to start dates so she can facilitate onboarding.</li> </ul> </li> <li>· Todd is inquiring about Curam Resources from two additional companies.</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>· Dick is working on the IBM Procurement Solutions this week.</li> <li>· Todd is inquiring about Curam Resources from two additional companies.</li> <li>·</li> </ul> <p><b>June 7, 2013</b></p> <ul style="list-style-type: none"> <li>· CAI submitted feedback to IBM following discussion on Monday</li> <li>· IBM working through SOW with their legal.</li> </ul> <p><b>May 31, 2013</b></p> <ul style="list-style-type: none"> <li>· Issue escalated as #1 priority for the project</li> <li>· Desired timeline for resolution is COB 5/31</li> </ul> <p><b>May 17, 2013</b></p>

# EEF Governance Board



	Decision Item	Status Notes
		Establishing IBM resources on the project requires us to address several terms and conditions (T&Cs) associated with intellectual property from IBM that: <ol style="list-style-type: none"> <li>1) Vehicle to deliver this language – SOW</li> <li>2) Multi-party signatures</li> <li>3) IP language</li> <li>4) IBM resources</li> </ol>
2	Kanban Board/ Project Schedule	<p><b>July 26, 2013</b></p> <ul style="list-style-type: none"> <li>· Kanban board is being filled with deliverables by 8/2.</li> </ul> <p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>· In transition from Sprint 2 to Sprint 3</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>· The Kanban Board will no longer be provided electronically. Only on the Met Tower 9<sup>th</sup> floor wall.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>· Uploaded to SharePoint and send link to the GRB by COB 7/5.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>· Met with Feature Team leads to discuss the outline of project schedule and resource needs for 10/1.</li> <li>· MM: Kanban Board will be published to SharePoint by next Friday, July 5<sup>th</sup>.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>· Theresa has been working with the teams to identify Kanban tasks/milestones/deliverables.</li> <li>· The team was required to submit their input and plans by COB yesterday (Thursday)</li> <li>· Due to project activities and perceived priorities this task remains largely incomplete.</li> <li>· The issue has been escalated for resolution to the Governance Board with a request that the project sponsor attend a team meeting Monday at 10:00 AM to convey the required priority.                             <ul style="list-style-type: none"> <li>○ Lori has feedback from Teresa that some teams need a Technical Project Manager to facilitate creation and statusing of the Kanban and work plans. Sami may be redirected to this role in the short term. Lori will follow up on this issue off-line and report back to Dick by Monday.</li> </ul> </li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
3	Project RACI/ Organization Structure & Roles	<p><b>July 26, 2013</b></p> <ul style="list-style-type: none"> <li>Updated, final at the moment.</li> </ul> <p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>Continue to Update the Roles of each position.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>Routed for review. Need modified Org Chart with correct updates for 7/19.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Dick will send out invite for after the Day 1 Consult meeting to discuss the all hands project meeting to announce the reorganization structure and new Architecture Strategy</li> <li>Formalizing RACI and have it circulated to the GRB by COB next Wednesday 7/10.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>RACI chart is ready for GRB review.</li> <li>MM: Lori and Mike will update the RACI with new roles from the organization chart restructure. The roles on the organization chart and RACI should match each other.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>A draft of the RACI chart was created this week by Todd, Mike, Lori and Kaylin. The chart is being reviewed by the teams next week, and will be presented at the next Board meeting (Friday, 6/28).</li> </ul> <p><b>June 14, 2013</b></p> <ul style="list-style-type: none"> <li>Communication – Roles and Responsibilities will be defined and assigned to teams. RACI chart will be distributed project wide through email and SharePoint.</li> <li>First draft will be completed by 6/21.</li> <li>How do we inform (I) the Project Team – Status reports, Meeting minutes, Email, Sprint Reviews? Depends on the stakeholder and milestones.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
4	EEF Data Conversion	<p><b>July 26, 2013</b></p> <ul style="list-style-type: none"> <li>.</li> </ul> <p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>No new updates.</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>Geoff Leigh is continuing to create the conversion plan.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Jeff Lee has been working in Little Rock. He will be back 7/8 and will provide direction on schedule and planning.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>MM: Lori is setting a phone call with Jeff Lee from Maryland. The Resource Plan has changed since Kenny and Lee finished it last Wednesday. Need to get a new plan together and check with DWS for their assistance with this.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Kenny and Lee are meeting Monday to finalize a data conversion plan and resource staffing model.</li> </ul> <p><b>May 24, 2013</b></p> <ul style="list-style-type: none"> <li>Several meetings were conducted to review the existing data conversion plan</li> <li>The team is planning several meetings next week to:                             <ul style="list-style-type: none"> <li>Work with DCO to make several key decisions that impact the operational implementation of the system, including policy related decisions that directly impact the data conversion</li> <li>Establish team resources to begin extracting legacy data into the temporary data store and begin analysis</li> <li>Work with DIS to establish require infrastructure and processes to enable conversion activities</li> </ul> </li> </ul>
5	Security Reports due	<p><b>July 26, 2013</b></p> <ul style="list-style-type: none"> <li>Waiting for feedback from CMS. Updating the SSP with necessary revisions.</li> </ul> <p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>CMS confirmed the the SSP. Looking for security advisor</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li>John arranging a meeting with Ray Hunter (CMS Security Analyst). Looking for an onj-site security advisor.</li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>MM: All Security documents posted on CALT on time, Sunday, June 30. Leave on agenda until CMS has confirmed the SSP on CALT.</li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>The SSP Workbook is complete and under review.</li> <li>The SPR and SSP Documents are complete.</li> <li>MM: SSP and SPR must be uploaded to CALT by 6/30. Barbara is responsible for the upload.</li> </ul> <p><b>June 21, 2013</b></p> <ul style="list-style-type: none"> <li>Security reports are due to CMS in June. Thomas Malecki will be on-boarded and owns this deliverable. Mike will inform Linda.</li> </ul>

# EEF Governance Board



	Decision Item	Status Notes
6	Day 1 Consult	<p><b>July 26, 2013</b></p> <ul style="list-style-type: none"> <li>Contingency Plans under review next week to complete Day 1 Consult.</li> </ul> <p><b>July 19, 2013</b></p> <ul style="list-style-type: none"> <li>See Corrective Action Plans in Sprint 2 Completion Report</li> </ul> <p><b>July 12, 2013</b></p> <ul style="list-style-type: none"> <li><b>A response to CMS is needed explaining the project methodology and contrasting comparisons</b></li> </ul> <p><b>July 5, 2013</b></p> <ul style="list-style-type: none"> <li>Mike will create PowerPoint Deck to present at Tuesday's Day One Consult.</li> <li>Bash: The call with CMS on 7/8, has been rescheduled to a later date (TBD)                             <ul style="list-style-type: none"> <li>Need to know what date the Gate Review is on and start preparing</li> </ul> </li> </ul> <p><b>June 28, 2013</b></p> <ul style="list-style-type: none"> <li>Assessment, Gap Analysis, and mitigation planning.</li> <li>MM: CMS Consult is scheduled for July 9<sup>th</sup>, 1-3pm. A meeting will be scheduled for July 3<sup>rd</sup> to prepare. Gather each Feature Teams status, Gaps, and contingency plans and work upwards.</li> </ul>

Date: August 2, 2013

Members Present: Jeff Dean, Dick Wyatt, Joni Jones, Jerry Pack, Linda Greer, Barbara Parsons, Bashorat Ibragimova, Robert Williams, Lori Faris, Kaylin Frappier, Mike O'Shea, Kerry Bass.

Members Absent: Earnest Sweat

Other Attendees: Yvonne Case, Kim Gardner, Vikas Kochhar, Joanne Gallagher, Justin Mattox, Brian Keltch, Clay Nickels, Richard Ledford, David Fitze, Todd Schrubb

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### **EPMT Report**

- Introduction of David Fritze as the PMO QA PM Manager. He will be helping with reporting, etc. His contact information is 817-909-3440
- Sprint 2 Completion Report- Kerry and his team have done an initial review. The report was received and defects noted. Justin Mattocks is now reviewing and reconciling. The PMO will forward a final report next week.
- Next Consult- This is tentatively scheduled for September 23<sup>rd</sup>. It should be an operations readiness review instead of the Design Gate Review. CMS wants a demonstration in order to see what solutions will look like. CAI will complete the presentation as a live demo. All CALT documents that are required for the Design Gate Review must be completed and uploaded prior to September 23<sup>rd</sup>.
- The June 3<sup>rd</sup> Letter-This is reference to the May 8<sup>th</sup> consult letter. It will be sent to Dick for review.
- Lori provided a quick peek at the status report her team has put together to measure project status and it is tied directly to the detailed project plan. Both are uploaded to CALT and the GRB will review weekly.

### **CONTINGENCY REPORT**

- The team would like to go ahead and trigger a parallel plan for 7 CSFs. Todd Schrubb will lead the group as well as utilize some Northrup Gunman resources. This process should run as separately and parallel as possible.
- Todd presented a 2 slide presentation that addressed CMS and DHS CSFs. There was some concern about the risk involved in building the contingency solution. The NG resources necessary do the

programming to close the categories that will be eliminated as of December 31st in ANSWER and the mainframe is a risk to be considered. Also consider conflict of resources in managing this parallel approach.

- TRB/GRB will incorporate Contingency Status Reports into existing meetings. Both boards need to add this report to agendas.
- Todd will develop a separate project plan for the contingency efforts for GRB review.
- Dick Wyatt's approval is necessary before any existing project resource assigned to the EEF is used on the contingency solution. A decision is forthcoming on the location this team will be housed.

#### **TRB Report**

- Jeff Dean provided updates to the GRB. A copy of the minutes may be found on Share Point.

#### **BRB Report**

- Joni provided updates to the GRB. A copy of the minutes may be found on Share Point.

Next regularly scheduled GRB Meeting is Friday, August 9<sup>th</sup>.

#### Action Items:

- Dick has spoken with Jane concerning PO. She is reviewing and will sign off on necessary items.
- The Roadmap will be posted to CALT and Share Point next week.

Date: August 16, 2013

Members Present: Dick Wyatt, Jerry Pack, Linda Greer, Barbara Parsons, Bashorat Ibragimova, Robert Williams, Lori Faris, Kaylin Frappier, Kerry Bass, Melissa Dean.

Members Absent: Earnest Sweat, Joni Jones

Other Attendees: Yvonne Case, Kim Gardner, Vikas Kochhar, Joanne Gallagher, Todd Schrubb, Clay Nickels, Willard Starlard, Ken Benson, Richard Ledford.

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### **EPMT Report**

- The consolidated status report was reviewed by Joanne Gallagher. Next week the report is expected to be 100% complete. Dick requested the score be added to the risk log. The report should reflect new risks as well as the aggregated score.
  - Kaylin provided an Infrastructure update. Key installation resource has been added to the team. His key role is to finalize loading the architecture suite. Some adjustments to the plan have been made in an effort to accelerate the plan. The resource will be escorted through the evenings and weekends for maximum contribution to the project plan.
  - Lori provided a Security update. Collaboration with IV&V on the independent audit that is required. Met with BRB on storage compliance with the FTI (IRS data). Completed final draft of Security Design Documentation that is in review for a August 23<sup>rd</sup> deadline. Identified a resource constraint with the security team. This needs to be elevated to appropriate levels. The TRB requests the Security Design document be sent in advance of the Thursday, August 22<sup>nd</sup> TRB Meeting for review and feedback.
  - The technical PM started work on Monday, August 5<sup>th</sup>. Lori will meet weekly with technical pm's to stay up to date with potential issues and/or risks.
  - Lori provided a Functional update. The team has worked through end to end workflows. Also discussed the FFM account transfer. The software does not have all the components needed for the transfer. Lori is working with Vikas and others to identify what is needed for the transfers to flow to and from the FFM.
  - Technical Documentation has made critical progress. The System Design Document and Business Process Model are being worked on as well as the Master Test Plan. IV&V has been reviewing these documents to ensure they are aligning with CMS requirements.
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- The nonfunctional team is making progress. A new resource is on the ground and is focused on integration of the infrastructure. The MEC check service for FFM is trending in the right direction.
- Testing is moving forward with documented accomplishments. JIRAH is being implanted for defect tracking and 147 test cases are being developed. 14 out of 34 test cases have been completed with the updated Curam version.
- A Training template has been added to the weekly status report and will be completed by Yvonne. They have 2 full time resources working at Metro to start developing training procedures.
- OCM is continuing work on FAQs and training DVDs for field workers and other essential personnel.
- EPMT is trending yellow. A major accomplishment was creating links between documents that increases efficiency when updating.

### **CONTINGENCY REPORT**

- Todd discussed the CSFs and the ability to develop all the requirements needed for success. They are as follows:
    - SSA will be complete
    - Half of FFM bi-directional account transfer will be ready. The federal government is tweaking some of the definitions around this. Will have what we need for Day 1.
    - Will not be integrating with the data services hub. For income perspective, will be using WSID.
    - MAGI determination will be manual.
    - The MEC check will not be ready for October 1. Private option portal will be ready for day one.
    - MMIS feed will come out of ANSWER and the card file that produces Medicaid cards will be sent and will not include the expansion population.
  - The development timeline was reviewed using a component view. High level design will be next week and technical design 2 weeks out. Testing is lined up for Sept. 13-20<sup>th</sup>. The HP private option testing is an identified risk. Training and the roll-out documents are 3 weeks out. The GO/NO-GO decision needs to be made by September 20<sup>th</sup>.
  - The work plan has been reviewed by EPMT. Should be complete by Monday, August 19, 2013.
  - Formal request of the GRB for 2 DWS resources be placed on the contingency team. A motion to bring those resources was made and passed. Action Item – Need to determine the resource allocation splits between the Contingency Project and Main Project on 8/20.
-

### **TRB Report**

- Jeff Dean provided updates to the GRB. There was no TRB meeting this week. No action items for GRB review.

### **BRB Report**

- Melissa Dean provided updates to the GRB. No action items for GRB review. A copy of the minutes may be found on Share Point.

### **Project Sponsor**

- The Curam demonstration was successful. Dick suggested the next demo include state personnel involvement.
- Resource requests have been approved.
- A temporary business analyst from IBM has been received.

**Next regularly scheduled GRB Meeting is Friday, August 23<sup>rd</sup>.**

Date: August 16, 2013

Members Present: Dick Wyatt, Jeff Dean, Jerry Pack, Linda Greer, Barbara Parsons,  
Bashorat Ibragimova, Robert Williams, Melissa Dean.

Members Absent: Earnest Sweat, Joni Jones

Other Attendees: Yvonne Case, Kim Gardner, Ali Yavuzer, Vikas Kochhar, Joanne  
Gallagher, Todd Schrubb, Clay Nickels, Willard Starlard, Ken  
Benson, Richard Ledford, Justin Mattocks, Kelly Gammie, Manoj  
Shankar, Brian Keltch, Lori Faris, Kaylin Frappier, Kerry Bass.

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### **EPMT Report**

- The consolidated status report was reviewed by Joanne Gallagher. Next week the report is expected to be 100% complete. Dick requested the score be added to the risk log. The report should reflect new risks as well as the aggregated score.
- Kaylin provided an Infrastructure update. Key installation resource has been added to the team. His key role is to finalize loading the architecture suite. Some adjustments to the plan have been made in an effort to accelerate the plan. The resource will be escorted through the evenings and weekends for maximum contribution to the project plan.
- Lori provided a Security update. First Date will perform the independent audit that is required for the IRS security. Lori met with BRB on storage compliance with the FTI (IRS data). Completed final draft of Security Design Documentation that is in review for a August 23<sup>rd</sup> deadline. Identified a resource constraint with the security team. This needs to be elevated to appropriate levels. The TRB requests the Security Design document be sent in advance of the Thursday, August 22<sup>nd</sup> TRB Meeting for review and feedback.
- The last technical PM started work on Monday, August 5<sup>th</sup>. Lori will meet weekly with technical pm's to stay up to date with potential issues and/or risks.
- Lori provided a Functional update. The team has worked through end to end workflows. Lori also discussed the FFM account transfer. The Curam software does not have all the components needed for the transfer. Lori is working with Vikas and others to identify what is needed for the transfers to flow to and from the FFM.

- Technical Documentation has made critical progress. The System Design Document and Business Process Model are being worked on as well as the Master Test Plan. IV&V has been reviewing these documents to ensure they are aligning with CMS requirements.
- The nonfunctional team is making progress. A new resource is on the ground and is focused on integration of the infrastructure. The MEC check service for FFM is trending in the right direction.
- Testing is moving forward with documented accomplishments. JIRA is being implanted for defect tracking and 147 test cases are being developed. 14 out of 34 test cases have been completed with the updated Curam version. Performance testing slated for 9/13 in 6.0.5.2.
- A Training template has been added to the weekly status report and will be completed by Yvonne. DCO Training has 2 full time resources working at Metro to start developing training procedures.
- OCM is continuing work on FAQs and training DVDs for field workers and other essential personnel. Not enough time to produce our own posters and will leverage AID posters. Change champion manual complete date is 8/25. Suzanne starting Monday in OCM.
- EPMT is trending yellow. A major accomplishment was creating links between documents that increases efficiency when updating.

### **CONTINGENCY REPORT**

- Todd discussed the CSFs and the ability to develop all the requirements needed for success. They are as follows:
    - SSA will be complete
    - Half of FFM bi-directional account transfer will be ready. Will have what we need for transferring accounts to the FFM for Day 1, however, the contingency solution will not create accounts for transfer to FFM Day 1.
    - Will not be integrating with the data services hub. We will use ARFinds that includes WESD for income verification.
    - MAGI determination will be manual.
    - The MEC check will not be ready for October 1 for use by the FFM. Only the MEC functionality for the private option portal will be ready for day one.
    - MMIS feed will come out of ANSWER and the card file that produces Medicaid cards will be sent and will not include the expansion population.
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- The development timeline was reviewed using a component view. High level design will be next week and technical design 2 weeks out. Testing is lined up for Sept. 13-20<sup>th</sup>. The HP private option testing is an identified risk. Training and the roll-out documents are 3 weeks out. The GO/NO-GO decision needs to be made by September 20<sup>th</sup>.
- Propose adding one day to Curam training to cover contingency.
- The work plan has been reviewed by EPMT. There will be development work necessary for the contingency post 10/1. Will meet with DIS next week. Todd will provide the resources necessary from DIS, DCO policy, DCO field, SI team, and others for the contingency solution. Should be complete by Monday, August 19, 2013.
- Formal request of the GRB for 2 DWS resources be placed on the contingency team. A motion to bring those resources was made and passed. Action Item – Need to determine the resource allocation splits between the Contingency Project and Main Project on 8/20.

#### **TRB Report**

- Jeff Dean provided updates to the GRB. There was no TRB meeting this week. No action items for GRB review.

#### **BRB Report**

- Melissa Dean provided updates to the GRB. No action items for GRB review. A copy of the minutes may be found on Share Point.

#### **Project Sponsor**

- The Curam demonstration was successful. Dick suggested the next demo include state personnel involvement and use scenarios CMS sent for OOR.
- Resource requests have been approved.
- A temporary business analyst from IBM has been on-site and the permanent business analyst should be on-site on August 26<sup>th</sup>.

**Next regularly scheduled GRB Meeting is Friday, August 23<sup>rd</sup>.**

Date: August 16, 2013

Members Present: Dick Wyatt, Joni Jones, Jerry Pack, Linda Greer, Bashorat  
Ibragimova, Robert Williams, Melissa Dean.

Members Absent: Earnest Sweat, Jeff Dean, Barbara Parsons

Other Attendees: Yvonne Case, Kim Gardner, Vikas Kochhar, Todd Schrubb, Clay  
Nickels, Justin Mattocks, Kelly Gammie, Brian Keltch, Lori Faris,  
Kaylin Frappier, Kerry Bass, Prasoon Choudhary

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### **EPMT Report**

- A CSF Scope Report was presented by Lori for 10/1 and post 10/1 readiness. A copy of the report has been emailed to all team leads.
  - **Action Item: Lori will followup with Dick on when the legacy data will be converted.**
  - **Action: Discuss the requirements associated with the DCO Case Workers using the Citizen Portal to load applicants into Curam. (This is problematic because the Portal requires a signature that the Case Workers cannot provide.)**
- Lori provided an Infrastructure update. Four (4) environments should be up by end of next week.
- Lori provided a Security update. Accomplishments via the status report were highlighted.
- Lori provided a Functional update. The completion of the Business Process Models and Use Cases for 10/1 will be revisited. Also the Sandbox environment for Cognos reporting has been developed. The team is using templates from Maryland to help build basic reports.
- Technical Documentation has made critical progress. The System Design Diagrams are complete with the exception of the hardware diagrams. Working with UAT and Barbara on SI Peer Review and Master Test Plan.
- The nonfunctional team is making progress. There has been a lot of focus on the MEC and notifications process. The team is also pulling code from Minnesota for templates and has a developer resource who is assisting in building code.
- Testing is moving forward with documented accomplishments. The statistics show movement with the test cases. User acceptance testing has begun and the team is working with Barbara and the state on securing resources.

- A Training report was given by Yvonne. One (1) resource was sent to work with Contingency. Highlighted accomplishments include working with South Carolina in reviewing CALTS documents.
- OCM is continuing work on FAQs and training DVDs for field workers and other essential personnel. Highlighted accomplishments include the SNAP enrollment script and the OCM work plan. A new resource will begin Sept. 3<sup>rd</sup> from Indiana.
- EPMT report provided by David. Many enhancements have been made to communications. There will be new wall postings presented on a weekly basis. There is a 3 phase approach for CMS documentation in preparation for 9/23 and 10/1. The team feels very comfortable with having all artifacts available for CMS. A new risk log was reviewed by David and will have a visual representation of the overall plan next week.

### **CONTINGENCY REPORT**

- In light of the new updates with the scope for 10/1, contingency will re-work the contingency plan.

### **TRB Report**

- No Report. TRB was cancelled Thursday, August 22<sup>nd</sup>.

### **BRB Report**

- No Report. BRB was cancelled Thursday, August 22<sup>nd</sup>.

### **Project Sponsor**

- A letter is being drafted to DWS for 2 approved resources for 6 weeks.
- The APDU is scheduled to be sent Friday, August 23, 2013.
- A telephone signature solution was presented to address sign off from a telephonic application.
- **Action Item: better quality control for the weekly demos. Example: last week's demo had misspelled words on the screen.**

### **Informational Items from GB:**

- For 10/1, we are not expecting Account Transfers from the FFM to occur in real time. We must inform AID about this since they are training Navigators who will be informing the public about how the FFM will function.
- Curam version 6.0.5.2 may not have all of the functionality to which IBM has committed.
- IBM/Curam is expected to deliver version 6.0.5.3 before 10/1.
- There is a fair chance that the FFM and DSH might not be ready on 10/1.



**Next regularly scheduled GRB Meeting is Friday, August 30th**

Date: August 30, 2013

Members Present: Dick Wyatt, Joni Jones, Jerry Pack, Linda Greer, Barbara Parsons,  
Bashorat Ibragimova, Robert Williams, Melissa Dean.

Members Absent: Earnest Sweat, Jeff Dean

Other Attendees: Lori Faris, Kerry Bass, Brain Keltch, David Fritze, Todd Schrubb,  
Vivek Sawhney, Justin Mattocks

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### **OVERALL PROJECT STATUS**

- Overall project status is still yellow with improving overall SPI to .77, up from .70 last week.
- Gate review artifacts – 50 required with a completion of 20%
  - § 6 not started
  - § 31 in progress
  - § 3 in review
  - § 10 uploaded to CALT
- Risks and issues are being cleaned up and EPMT will setup regularly scheduled meetings with appropriate stakeholders. Decisions are now in one place on SharePoint. **EMPT ACTION ITEM:** Communicate to everyone on project that anyone can make entries into the risk and issues log.

### **SYSTEM INTEGRATOR STATUS**

*Infrastructure:* All dev, test, and integration environments completed and made progress on the prd environments. Release and promote to prd strict process in development.

*Security:* Security Design Document completed and the Independent Audit performed by First Data is complete.

*Functional:* Preparing for UAT and SI is working with SMEs to develop Functional Design Documents. Getting reuse from MD notice functionality. Fixed intake portal SSN defect and reviewed use of intake portal for paper apps. Teams will work next week on Curam's interaction with state wage and SOLQ. IBM Curam has issue with the in-bound acct transfer, developers coding to fix defect. CMS has moved the dates to complete end-to-end and regression.

*Non-Functional:* SI team is focusing on the MEC. No problem with HP portal or FFM. No functionality in Curam to check for current coverage from legacy systems and SI is reaching out to MD for reuse of their code. Team is beefing up the change control process as issues are identified through testing.

*Testing:* We are tracking red in this area SI leadership and SME's are most focused on this now. Held initial meeting to structure UAT, we will benefit from reusability and pulling additional resources from other States to assist, and kickoff with state staff next week.

*Technical documentation:* Teams have been focused on development activities and now must go between this effort and documentation efforts.

### **TRAINING STATUS**

Clerical staff will be trained first prior to day 1, case workers will be trained immediately following, training staff working on slides for training. Robert bringing in change champions and county administrators to ensure everyone hears the same message. AID is meeting with carriers and asked about training and messaging. Yvonne is working closely with AID.

### **OCM STATUS**

Added a new script. New staff member added. Working on user manual which will be electronic, related to specific topics, and contains scripts that will be continually updated.

### **EPMT STATUS**

Transitioning from Sprint 3 to 4 and focusing efforts on the ORR.

### **CONTINGENCY**

Met with BRB, TRB, and IV&V to ensure common understanding on contingency. Scaled back contingency scope after last week's 10/1 EEF refocusing. Fillable PDF for Spanish will be used for on-line app day 1. Worked with SI to define areas that need contingency. MEC has moved from contingency because main solution readiness mitigates need. Todd will have project plan and schedule to Governance Board next week for review. Challenge with resources for ANSWER development for contingency (CAI resources assigned to DWS) and Dick is working with DWS management to have them available next week to be shared between EEF project and contingency. Have final approve for the format of the app.

### **BRB Report**

Joni Jones provided updates to the GB. Team provided BRB demo of the intake portal and the SSN defect has been fixed. DSH contingency if state verification not ready in Curam will be to key all persons captured in Curam citizen portal and intake worker portal into ANSWER and use ARFINDS. A copy of the minutes may be found on Share Point.

*BRB decisions-*use intake portal for paper applications, use Lync for telephonic signature, use ANSWER and ARFinds as contingency for on-line state and federal verifications.

### **TRB Report**

Barbara provided updates to the GRB. John Benninghoff reviewed the Security Design document with the board and there were no significant security risks. Gaps in citizen portal for meeting MARS-E requirements were identified and we are creating PMRs with IBM on the defects where ACA certification is not met. Contingency planning on these gaps will start next week. HP rejected our security proposal for web services, but alternate solution is acceptable. Mark will begin making CAC cards for the project team and the field staff using the system on Day 1 so we meet the two-factor authentication requirement. IRS will not be making an on-site visit prior to 10/1 and we are scheduling a meeting with IRS for next week for a deep dive of our SPR. No action items for GB review. A copy of the minutes may be found on Share Point.

*TRB decisions*-HP portal web services user encryption for day 1 will be encrypted SSL and restricted IP range.

### **PROJECT SPONSOR**

*MD sharing agreement* - John Johnson is working on multi-state agreement and will forward to Dick for review and signature.

*Gross income indicator requirement* – HP will not be have any functionality for this Oct 1<sup>st</sup>. A field has been identified in the MMIS file and EEF will send day 1 and HP will have indicator to send to carriers in the 834 transaction.

*CMS performance indicators* – performance indicators necessary for Day 1 have been published by CMS and call center stats are required. These will be provided to the reporting and Lync teams to begin development. SOTA calls – September 9<sup>th</sup> 11:00 – 12:00 and September 10<sup>th</sup> 2:30. Bash will forward to team.

**Next regularly scheduled GB Meeting is Friday, September 6<sup>th</sup>.**

Date: September 6, 2013

Members Present: Dick Wyatt, Jerry Pack, Linda Greer, Barbara Parsons, Bashorat  
Ibragimova, Melissa Dean, Jeff Dean

Members Absent: Earnest Sweat, Joni Jones, Robert Williams

Other Attendees: Lori Faris, Clay Nickels, Kerry Bass, Brain Keltch, Justin Mattocks,  
John Johnson

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### **OVERALL PROJECT STATUS**

- Overall project status is still yellow with improving overall SPI to .85, up from .77 last week.
- CMS Artifacts
  - § 2 not started
  - § 16 in progress
  - § 5 in review
  - § 20 uploaded to CALT
- Will be preparing for unexpected alternative path requests that may come from CMS.
- The contingency plan has evolved to a more focused plan so it reflects the new contingency requirements.
- Kerry Bass identified regression and end to end testing with the data services hub as necessary before October 1<sup>st</sup>. This risk needs to be logged immediately.

### **SYSTEM INTEGRATOR STATUS**

*Infrastructure:* Have built several environments including the UAT. Have engaged state personnel who will be assisting in release configuration management plan drafts. These processes document development, test, integration, user acceptance, then production environments

*Security:* A decision needs to be made on who has access to production environments due to security risks surrounding IRS data. This issue has been flagged as a risk.

*Functional:* Functional Design Documents are being drafted. This document is the blueprint to our entire system. Met with IBM to review 20 necessary IBM fixes. 8 were flagged as IBM fixes and 12 that will be resolved locally. Secured the MEC check and notification code from Maryland. It will be tweaked with Arkansas requirements. Lori will follow up with Jeff concerning COGNOS credentials.

*Non-Functional:* Core coding should be completed this weekend. This team has made tremendous progress this week. Over 139,000 notices were sent this week. Currently they are coding and testing continuously. One risk is to be clear on schedules and resources and tracking any changes made.

*Technical documentation:* Documentation efforts are progressing. All documents must be submitted to CMS prior to the 9/23 ORR.

### **TRAINING STATUS**

Trainers are heavily involved with use cases. Robert has identified the groups that need to be trained. Test plans are complete and performance testing is progressing.

### **OCM STATUS**

Sent key DVD mailing this week to county offices to prepare them for calls and inquiries.

### **EPMT STATUS**

Transitioning from Sprint 3 to 4 and focusing efforts on the ORR.

### **CONTINGENCY**

2 resources have been added and being briefed on project. A meeting has also been scheduled with Northrop Grumman.

### **BRB Report**

There was no report from BRB, however Linda Greer raised some concerns with feedback regarding real-time access to ARFinds from the validation report sent to CMS.

### **TRB Report**

Jeff provided a TRB report. TRB approved the purchase of NESSUS licenses and to require TLS 1.0 to use the EEF website. These decisions have been logged and a copy of the minutes may be found on Share Point.

*TRB decisions-*purchase of NESSUS licenses and approval of mandatory use of TLS 1.0.

### **PROJECT SPONSOR**

*Checklists* – Requested EPMT to roll-up all checklists into one master checklist.

*Resources-* 2 resources have been secured from DWS and CAI has adjusted those billing codes

*Follow-up Questions-* Disclosure of the 2 artifacts documents not yet started are Financial and the Training Manual. Those owners were identified.

**Next regularly scheduled GB Meeting is Friday, September 13<sup>th</sup>.**

Date: September 20, 2013

Members Present: Dick Wyatt, Jerry Pack, Linda Greer, Barbara Parsons, Bashorat  
Ibragimova, Joni Jones

Members Absent: Earnest Sweat, Melissa Dean, Robert Williams, Jeff Dean

Other Attendees: Lori Faris, David Fritze, Clay Nickels, Kerry Bass, Brian Keltch,  
Vivek Sawhney, Justin Mattocks.

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### **OVERALL PROJECT STATUS**

- Overall project status is still yellow with improving overall SPI to .85, up from .83 last week.
- CMS Artifacts
  - § 0 not started
  - § 2 in progress
  - § 0 in review
  - § 41 uploaded to CALT
- Will continue driving the artifacts submissions in preparation for ORR. An additional ORR will be scheduled for November or December for the January 1 deadline.

### **SYSTEM INTEGRATOR STATUS**

*Infrastructure:* Very labor intensive. Currently have 3 resources doing development work instead of 1. The current Websphere (WAS) issues are halting some development. It is critical to get a WAS resource on the project. Other tasks that are showing incomplete will show complete once closer to October 1.

*Security:* All necessary requirements for contractors in the production environment have been submitted.

*Functional:* Had several accomplishments this week. Several tasks are complete or nearly complete. Identified 199 Curam defects and closed 117. A closed defect is defined as a defect that has been fixed and retested by the UAT team. The decision to deploy IBM Curam iFix1 will be brought to the TRB for Thursday, September 26<sup>th</sup>.

*Non-Functional:* The SNAP population notices are being returned daily. Initial batch testing for Medicaid cards is ongoing. The concurrent users test will be critical to sustainability of the system. All testers must hit <Enter> at the same time to test the load to the system.

*Technical documentation:* Several documentation requirements have been uploaded to CALT and being reviewed by CMS. The color scheme on the status legend needs to be adjusted to match the current SPI.

*Testing:* The *Application Lost* defect has been identified and has been acknowledged by IBM. There are 4 scenarios' impacted and a local fix has been completed.

*Training Status:* Training began with clerical staff. They have had successful training sessions and training will continue through October.

*OCM Status:* Change Implementation Meeting was held. A Curam demo was given to over 150 participants. Key presentations and handouts were provided.

*EPMT Status:* Concentrated efforts on preparation for the ORR.

*Contingency:* Working on fillable pdfs and other documents for a manual process.

### **BRB Report**

Some defects were identified and have been resolved. The *unlawful presence* defect had not been fixed to date but the resolution is on track for October 1 readiness. DCO has received approximately 45, 000 SNAP notices.

### **TRB Report**

Contractors will be able to hit certain areas in the production environment where there is no data. Maintenance and operations for October 1 and beyond is being reviewed. How to handle calls for performance or security challenges is being developed.

### **PROJECT SPONSOR**

*Memory-* Quotes are being received for more memory on one of the 770 servers.

*Remote Identity Proofing-* needs to be shown in the ORR by connecting to the test region.

**Next regularly scheduled GB Meeting is Friday, September 27<sup>th</sup>.**

Date: September 27, 2013

Members Present: Dick Wyatt, Jerry Pack, Linda Greer, Bashorat Ibragimova, Joni Jones, Melissa Dean, Robert Williams, Jeff Dean

Members Absent: Earnest Sweat, Barbara Parsons

Other Attendees: Lori Faris, David Fritze, Ali Yavuzer, Kaylin Frappier, Clay Nickels, Kerry Bass, Brian Keltch, Vivek Sawhney, Justin Mattocks.

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### **OVERALL PROJECT STATUS**

- Overall project status is green with improving overall SPI to .86, up from .85 last week.
- CMS Artifacts for 10/1 readiness have been uploaded. The below required artifacts are acceptable for the December ORR:
  - § 0 not started
  - § 0 in progress
  - § 0 in review
  - § 0 uploaded to CALT

### **SYSTEM INTEGRATOR STATUS**

*Infrastructure:* Secured WAS resource to assist in troubleshooting Websphere, Curam, and stability issues. A lot of focus has been on completing the M&O procedures and escalation process. An area to watch is resources surrounding production. It is necessary to make sure resources for production support are not consistently being absorbed by the project team. There needs to be a balance.

*Security:* All necessary requirements for contractors in the production environment have been submitted.

*Functional:* The team completed a review of iFix1 and received iFix2. IBM resources are reviewing iFix2 for implementation and have requested a roadmap from IBM on test fixes.

*Technical documentation:* All documentation requirements for ORR have been uploaded to CALT and being reviewed by CMS.

*Nonfunctional:* The team will be working on the conversion of the SNAP population on Monday, September 30<sup>th</sup>. Approximately 60,000 SNAP notifications have been returned.

*Testing:* Tracking software is showing over 200 issues. These issues are being worked through daily.

*Training Status:* Training continues to move forward with training clerical staff on the citizen portal and the Curam Intake Portal.

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*OCM Status:* OCM tasks are nearing completion in all areas. The Change Champion Manual continues in preparation mode. It moved from .72 to .79 SPI this week.

*EPMT Status:* Continues to move forward in preparation for Sprint 5 and the December ORR.

*Contingency:* Is underway. If the Contingency Plan is triggered, the plan is ready to implement. There are some technical challenges with the fillable pdf. Those challenges are being resolved.

### **BRB Report**

The BRB did not have a weekly meeting. However there were some informational updates provided to the GB. The FFM will be open on October 1 and applications will be processed.

### **TRB Report**

TRB provided an update on the maintenance and operation plan for 10/1 and beyond. The plan for the call flow from the Batesville Call Center has been documented. The DIS Call Center will be staffed from 6 a.m. – 10 p.m. for technical support. Once volume is established, staffing can be adjusted. The details of the Access Arkansas splash page need to be reviewed with Brian Keltch (NG) following the meeting.

### **PROJECT SPONSOR**

Provided a status sheet to all attendees. There are 5 areas of success and 4 areas that were not successful and need resolution.

**Next regularly scheduled GB Meeting is Friday, October 4th.**

Date: October 4, 2013

Members Present: Dick Wyatt, Jerry Pack, Linda Greer, Bashorat Ibragimova, Joni Jones, Melissa Dean, Robert Williams, Jeff Dean, Barbara Parsons

Members Absent: Earnest Sweat, Joni Jones

Other Attendees: Lori Faris, David Fritze, Ali Yavuzer, Kaylin Frappier, Clay Nickels, Kim Gardner, Brian Keltch, Ken Benson, Vivek Sawhney, Justin Mattocks.

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### **OVERALL PROJECT STATUS**

- Overall project status is green with a declining overall SPI of .85 down from .89 last week.
- The project will be transitioning from a sprint model to a track model.
- In response to a meeting on issues and risks, the EPMT will define the processes for logging issues and risk and bring to the GB for approvals.
- CMS artifacts:
  - § 0 not started
  - § 13 in revision
  - § 0 in review
  - § 0 uploaded to CALT

### **SYSTEM INTEGRATOR STATUS**

*Infrastructure:* Performing a second level of builds to run parallel with existing DEV1, TST1, and PRD environments. A special request by Lori is for the project plan to be adjusted to report on Release and no longer on Sprints. Any production development requests need to be brought before the CAB.

*Security:* All necessary requirements for contractors in the production environment have been received and approved.

*Functional:* iFix2 has been deployed. It is also critical there be no changes to requirements. The timeline does not support new requirements or changes.

*Technical documentation:* All documentation requirements for ORR have been uploaded to CALT and being reviewed by CMS.

*Nonfunctional:* Several tasks have been shifted to release 1.1. They include audit and notification services and content management services.

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*Testing:* An additional 10 testers are being added to the UAT team for next release. There are approximately 50-60 scenarios in the planning phase.

*Training Status:* Training continues to move at an aggressive pace and a training schedule is requested to be shared with the SI.

*OCM Status:* OCM wants to obtain incident reports in order to produce a FAQ for county offices. This will not be new functionality but more frequent questions added to an existing process.

*EPMT Status:* Is restructuring their own approach to support the new release approach. The risk and issue process has been revised. There is a planned meeting with SharePoint administrator for version control on the site. The status report process is being improved for a better view of tracking the project.

*Contingency:* The Contingency Plan should be completed by 10/11 and packaged for future use. The fillable SSA pdf form is no longer needed for EEF contingency. Instead it is needed for a business continuity process in the event of system or network outages.

### **BRB Report**

Melissa reviewed the Day One successes and has signed off on the manual MAGI calculation.

### **TRB Report**

TRB did not meet this week, therefore did not provide a report.

### **PROJECT SPONSOR**

- Identified critical areas to conquer for 11/1.
- The HP Portal will be stressed next week from the SNAP population.
- 11/4 and 11/5 county case workers need to plan and prepare for incoming partial applications.
- The APDU was approved on 9/30.
- A customization list for Curam was requested to the SI as well as a list of people who have touched the production environment.
- The 1/1 goals need to be clearly defined on the roadmap and communicated to the Board.

**Next regularly scheduled GB Meeting is Friday, October 11th.**

Date: November 1, 2013

Members Present: Dick Wyatt, Jerry Pack, Linda Greer, Bashorat Ibragimova, Joni Jones, Melissa Dean, Robert Williams, Jeff Dean, Barbara Parsons

Members Absent: Earnest Sweat

Other Attendees: Dr. Andy Allison, Lori Faris, David Fritze, Ali Yavuzer, Kaylin Frappier, Kim Gardner, Brian Keltch, Vivek Sawhney, Justin Mattocks, Kerry Bass, Susan Burton, Raymond Mariotti, Kelly Gallardo, Yvonne Case.

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### **DEFECT FOLLOW-UP**

- Overall project status is green with an overall SPI of .90 up from .82 last week.
- 4 Defects were identified as showstoppers during BRB. They were:
  - § 478
  - § 517
  - § 537
  - § 512

3 of the 4 were closed as of 11/1 and a workaround was presented for 1.

### **GO-LIVE MILESTONES**

- The deployment process began on Friday, November 1 and state testers will begin the validation process on Saturday, November 2<sup>nd</sup>. A 97% accuracy rating is the threshold state testers must meet in order to go live on Monday, November 4<sup>th</sup>. An executive status update will be held via conference call at 5 p.m. on November 2<sup>nd</sup>. All statistics and findings from the validation process will be presented at that time. If the threshold is not met, the project will not move forward on the 4<sup>th</sup>.

### **GOVERNANCE BOARD VOTE**

- A vote was taken with all stakeholders and vendors. All voted in agreement to move forward based on project knowledge and the validation process outcome.

**Next regularly scheduled GB Meeting is Friday, November 8th.**

Date: November 8, 2013

Members Present: Jerry Pack, Linda Greer, Bashorat Ibragimova, Joni Jones, Melissa Dean, Robert Williams, Jeff Dean, Barbara Parsons

Members Absent: Dick Wyatt, Earnest Sweat

Other Attendees: Lori Faris, David Fritze, Kaylin Frappier, Kim Gardner, Richard Ledford, Vivek Sawhney, Justin Mattocks, Kerry Bass, Susan Burton, Raymond Mariotti.

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### **Overall Project Status**

- Overall project status is green with an overall SPI of .93 up from .90 last week.
  - CMS Artifacts status for 1/1/14 Go Live:
    - § 43 Required
    - § 16 in Revision
    - § 4 in Review
    - § 0 Re-loaded to CALT
  - Risks and Issues:
    - § 7 open issues
    - § 3 closed issues
    - § 2 closed risks
    - § 15 open risks
  - **SYSTEM INTEGRATOR STATUS**
  - *Infrastructure:* Preparing to add life events and SNAP FE conversion to infrastructure. Also added functionality to re-hit the DSH for pending verification cases. It has been tested and the functionality is successful.
  - *Security:* 2 major accomplishments include completing review of Curam staff role and disabling users who had not completed FTI training. There is ongoing discussion concerning future release support and additional environments and functionality.
  - *Functional:* Major accomplishments include completing 6.0.5.2 iFIX 3 testing in support of Release 1.1 and updating all Release 1.1 requirements and functional design documents.
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- *Technical documentation:* Major accomplishments include completing and publishing the Architecture Suite Deployment Guide and reviewing all CALT documents for gaps.
- *Nonfunctional:* Major accomplishments include deploying Release 1.1 to Production and completing SNAP FE Round 2.
- *Testing:* Major accomplishments include completing System Integration Testing for Release 1.1 and completing UAT testing for Release 1.1.
- *Training Status:* Major accomplishments include completing AAPC Caseworker Training for 48 processing center staff and completing the caseworker training curriculum.
- *OCM Status:* Major accomplishments include maintaining “Curam Support” library and producing Newsletter #3.
- *EPMT Status:* Major accomplishments include starting the revision of 2 CMS artifacts and publishing the weekly Risk and Issue Report.

### **BRB Report**

Business will be reviewing interim business processes and practices.

### **TRB Report**

TRB reviewed the request to adjust developer access to production from 7 days to 30 days. The decision is to allow 30 day access in TFP for developers.

**Next regularly scheduled GB Meeting is Friday, November 15th.**

Date: November 22, 2013

Members Present: Dick Wyatt ,Jerry Pack, Linda Greer, Bashorat Ibragimova, Joni Jones, Melissa Dean, Robert Williams, Jeff Dean,

Members Absent: Barbara Parsons, Earnest Sweat

Other Attendees: Lori Faris, David Fritze, Kim Gardner, Richard Ledford, Justin Mattocks, Kerry Bass, Susan Burton, Raymond Mariotti, Yvonne Case, Brian Keltch, Ariv Sundara, Clay Nickels, Vikas.

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