

Minnesota Health Insurance Exchange (MNHIX)

Project Status Report
Week Ending: 09-19-2012



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PROJECT STATUS REPORT

Executive Summary

The Executive Summary provides an executive level review of general project activities, as well as a discussion of the most important project activities, events, issues and risks.

The Project Health Check specifies a color-coded status for the 5 identified project areas. MAXIMUS has created a definition of each color-coded Status in each Project Area. MAXIMUS reviewed the status codes with the State to reach the definitions shown below.

Project Health Check					
Status	Schedule	Scope	Quality	Risk	Resources
Green		X	X		X
Yellow				X	
Red	X				
Project Health Check Status Definitions (Proposed)					
Project Area	Green (Controlled)	Yellow (Caution)	Red (Critical)		
Schedule	Critical Path Tasks and all deliverables have been completed or are estimated to be completed on schedule.	One or more Critical Path tasks or deliverables are at least one week behind schedule.	One or more Critical Path tasks or deliverables are at least two weeks behind schedule.		
Scope	There are less than 5 active issues related to scope and less than 5 active change requests related to scope.	There are more than 5 active issues related to scope or more than 5 change requests related to scope.	There are more than 10 active issues related to scope or more than 10 change requests related to scope.		
Quality	Quality processes defined in the PMP or other plans are being followed. No deliverables are unapproved due to quality issues.	Quality issues are developing, as deliverable reviews are taking longer than expected due to a significant volume of defects or comments.	One or more deliverables are currently unapproved due to quality issues.		
Risk	There are no Identified risks with a Risk Exposure of 20 or more that do not have a Risk Response Plan.	There are 5 or less Identified risks with a Risk Exposure of 20 or more that do not have a Risk Response Plan.	There are more than 5 Identified risks with a Risk Exposure of 20 or more that do not have a Risk Response Plan.		
Resources	Necessary resources are available as needed. There are less than 5 active issues related to the need for staffing or other resources.	Resource availability issues are beginning to affect our ability to complete project tasks.	Resource availability is seriously affecting project performance and needs to be reviewed		

Project Status

The Project Health Check shows a Schedule status of Red based on the draft project schedule. Essentially, we are two weeks late completing the certain sprint planning tasks. However, it is known that the estimated completion dates for these activities will be changed in the baseline Project Schedule being submitted with the final Project Management Plan. See the Task Modification Table below.

Risk status remains at Yellow. We have completed Risk Response plans for several of the risks that have a Risk Score of 20 or greater, but additional risks were added this week for which Risk Response Plans have not been developed. Therefore, the status remains Yellow. See the included Risk Register.

Business Architecture

MAXIMUS and the State have been reviewing several of the high-level Business Architecture artifacts. In addition, we are compiling and reviewing the artifacts in preparation for the delivery of the draft Requirements Validation Documentation deliverable on September 21st.

MAXIMUS has begun planning the detailed Business Architecture sessions with input from the State and the Solution Architecture team. The initial session schedule should be completed by September 28th. The session schedule is subject to change over time as necessary.

The Business Architecture team will conduct the first detailed Business Architecture session for the Process Web Applications business process on September 20th.

Technical Architecture

Software installations continue in the Development environment. An updated status on the progress made by the State thus far should be available by September 20th. MAXIMUS has identified for the State the initial technical staff members that require virtual development environments. The State is processing the request. Our estimate is that MAXIMUS staff will be able to access and test the virtual environments setups and development tool installations sometime next week.

There was a meeting held September 13th to begin discussing the technical infrastructure for Module 5 – Provider Display. The plan is to host the infrastructure at MN.IT at DHS according to existing State standards. There will continue to be meeting in the coming weeks to get the hosting environment established.

MAXIMUS has produced and is reviewing a high-level Technical Architecture document. The SOA Platform Specification document provides a summary of the overarching principles and tenets of the technology framework being developed as part of the Exchange. The document will be updated overtime during the project, but the initial release will be shared with the State by September 21th. This document is not a deliverable for the project.

Project Management Plan (PMP)

MAXIMUS is responding to the comments on the draft Project Management Plan received from the State, and making changes in the document as necessary. The final PMP document, along with its associated artifacts, Will be delivered for approval September 24th.

The Project Schedule is part of the PMP deliverable. Up to now, we have been using the draft Project Schedule to report project status. The Project Schedule will be revised based on the comments received from the State and other known changes that are identified in the Project Task Modifications table below. The baseline Project Schedule will be the version approved with the PMP.

Module 5 – Provider Display

Planning meeting for the technical infrastructure for Provider Display started last week and will continue over the next several weeks. Sprint #2 for Provider Display has begun.

MAXIMUS and the State need to schedule a meeting for next week to discuss a possible delay in the implementation of this module.

Risk Management

MAXIMUS and the State had our weekly Risk Management meeting with Project Managers from the Exchange. We continued identifying, defining, and scoring risks, as well as defining risk mitigation strategies. The results of that meeting can be seen in the Risk Summary of the report. Additional project managers from MAXIMUS and the State were invited and attended the Risk Management meeting.

Requirements Validation Documentation

The draft of the initial Requirements Validation Documentation is being compiled and reviewed. The draft document and associated artifacts should be delivered for State review as schedule on September 21st.

Solution Planning

Last week and this week, during meetings with State managers it became clear that the State wished MAXIMUS to produce a more detailed plan for the development sprints. Although Sprint planning activities and associated Sprint Definition Documents were always defined in the Project Schedule and PMP, it became evident that a different approach was needed. Due to the importance of completing this plan, MAXIMUS reprioritized certain activities in order to conduct the necessary planning meeting this week and develop the necessary documentation. During this process we have changed the terminology used for this process from “Sprint Planning” to “Solution Planning” in order to indicate a more comprehensive approach.

MAXIMUS is producing a Solution Planning Document that will describe both the solution development process and the planned sprint content. It will be a comprehensive document that describes the sessions, document updates, development tasks, and planned sprint content. This document will provide an overview of the entire solution development process and a Chapter that describes the proposed activities and work to be accomplished during each sprint cycle. This document, like other project artifacts such as the Requirements Validation Documentation, will be reviewed and revised during each sprint cycle.

This new approach will impact the Project Schedule in that some tasks will be added and others tasks will be renamed. These changes will allow a person to trace the tasks defined in the solution development process, documented in the Solution Planning document, directly to tasks in the Project Schedule. MAXIMUS intends to make the necessary changes to the Project Schedule in association with the production and delivery of the final PMP and the baseline Project Schedule.

MAXIMUS will conclude the solution planning meetings and complete the Solution Planning document in the next week. Therefore, we will be able to present and review the document with the State within the same timeframe. The Solution Planning document is not a project deliverable.

Gap Analysis

MAXIMUS and the State have reviewed the draft of the Gap Analysis DDD and modifications to that document are being made. A revised Gap Analysis DDD will be provided to the State on September 21st.

As stated in the Solution Planning section, MAXIMUS had to reprioritize certain activities in order to focus on the Solution Planning meetings and production of the Solution Planning Document. The staff members that were working on completing the Gap Analysis were needed in the Solution Planning process, and therefore the draft Gap Analysis will not be delivered on September 21st as scheduled. The new estimate for completion of the draft document is September 28th.

PROJECT STATUS REPORT

Project Schedule Summary

The Project Schedule Summary provides summary information about the status of tasks and milestones in the schedule. It also provides a listing of important changes to the schedule that were approved in the current reporting period. A complete project schedule is included as an attachment to this document.

The draft Project Schedule was submitted as part of the draft Project Management Plan and is being reviewed. However, MAXIMUS has been working on the tasks on the draft schedule and can identify the tasks on that schedule that are complete.

The following table identifies the tasks from the draft Project Schedule that were completed in the week ending 09/19/2012.

Task Completed during the Week of 09/19/2012			
ID	Task Name	Planned Finish	Actual Finish
19	Conduct Final Project Management Plan Review With State	09/13/2012	09/17/2012
56	Finalize Business Transaction Inventory	09/12/2012	09/19/2012
57	Finalize System Performers (Roles)	09/12/2012	09/19/2012
58	Finalize High-Level Process Models	09/12/2012	09/19/2012
59	Finalize End-to-End Business Transaction Mapping Documents	09/12/2012	09/19/2012
60	Finalize Base RTM	09/12/2012	09/19/2012
61	Compile High-Level Business Architecture Documentation	09/12/2012	09/19/2012
78	Review Gap Analysis DDD With State	08/24/2012	09/17/2012
106	Deploy Software in Development - Provider Display Sprint #1	09/04/2012	09/19/2012
109	Conduct State Sprint Review Meeting - Provider Display Sprint #1	09/07/2012	09/13/2012

The Late Tasks and Deliverables table identifies tasks that are late according to the draft Project Schedule and the current estimate of when they will be completed.

Late Tasks and Deliverables				
ID	Task Name	Planned Finish	Estimated Finish	Estimated % Complete
18	Revise Project Management Plan Based on State Review	09/12/2012	09/21/2012	50%
20	Prepare Final Project Management Plan	09/17/2012	09/21/2012	50%
21	Submit Final Project Management Plan to State for Approval	09/17/2012	09/21/2012	0%
22	Approve Final Project Management Plan	09/17/2012	09/24/2012	0%
26	Assist in Installation of Solution Software for Development	09/10/2012	09/19/2012	50%

Late Tasks and Deliverables				
ID	Task Name	Planned Finish	Estimated Finish	Estimated % Complete
27	Assist in Installation of Software Development Tools for Development	09/10/2012	09/19/2012	50%
28	Test Development Environment	09/14/2012	09/26/2012	0%
66	Develop Requirements Validation Documentation	09/19/2012	09/20/2012	90%
79	Develop Gap Analysis	09/19/2012	09/28/2012	50%
90	Compile Technical Architecture Documentation	09/06/2012	09/21/2012	95%
112	Conduct Sprint Planning Meeting - Provider Display Sprint #2	09/13/2012	09/21/2012	50%
113	Gather Requirements - Provider Display Sprint #2	09/19/2012	09/21/2012	50%
114	Complete Sprint Elaboration - Provider Display Sprint #2	09/19/2012	09/21/2012	50%

The following table identifies the tasks from the draft Project Schedule that are schedule to be completed as of 09/12/2012.

Task Scheduled to be Completed During the Week Ending 09/26/2012		
ID	Task Name	Planned Finish
67	Review Draft Requirements Validation Documentation for Quality Assurance	09/21/2012
68	Submit Draft Requirements Validation Documentation for Review	09/21/2012
80	Review Draft Gap Analysis for Quality Assurance	09/21/2012
81	Submit Draft Gap Analysis for Review	09/21/2012
115	Construct Sprint Software - Provider Display Sprint #2	09/26/2012
116	Unit Test Sprint Software - Provider Display Sprint #2	09/26/2012
124	Gather Requirements - Provider Display Sprint #3	09/24/2012
125	Complete Sprint Elaboration - Provider Display Sprint #3	09/24/2012

The Project Task Modifications table contains scheduling changes that are being implemented, typically based on approved change requests. Based on discussions with State, there are known changes that must be made to the Project Schedule, but have not yet been implemented. Many of these changes are related to sprint planning tasks and activities. These changes will be made in conjunction with the Project Management Plan revisions being after the State review. The Project Task Modifications table shows the tasks that are currently past due, but are in the process of being changed.

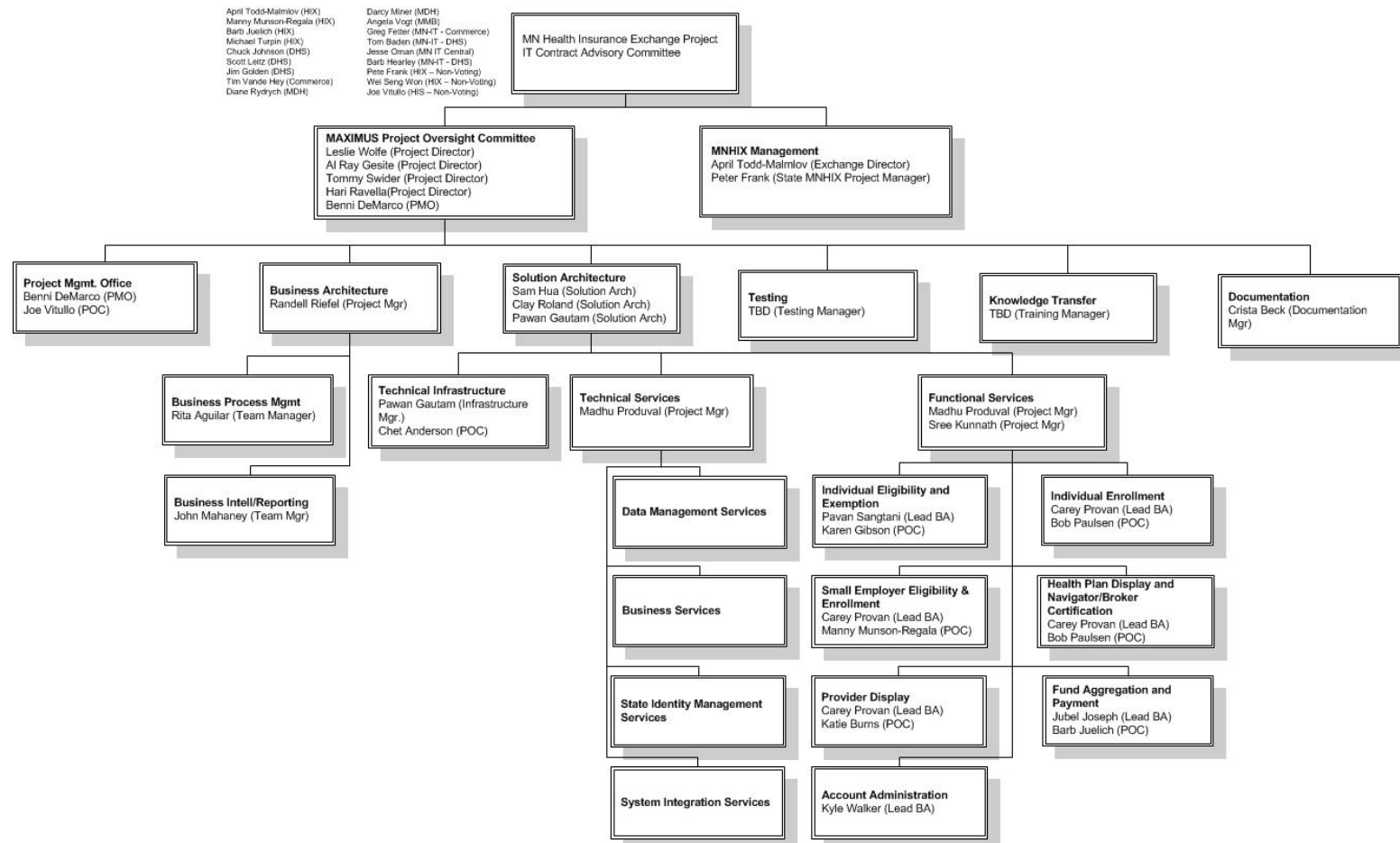
PROJECT STATUS REPORT

Project Task Modifications				
ID	Action	Task Name	Original Finish	Planned Finish
97	Update	Prioritize the Business Transaction Functions Used for Sprint Planning	09/06/2012	
98	Update	Plan Business Architecture Detail Sessions Schedule	09/07/2012	
146	Update	Conduct Sprint Planning Meeting - Sprint #1	09/07/2012	
147	Update	Develop Sprint Definition Document - Sprint #1	09/10/2012	
148	Update	Review Sprint Definition Document With State - Sprint #1	09/11/2012	
155	Update	Complete Sprint Elaboration - Sprint #1	09/21/2012	



Human Resources Summary

The Human Resources Summary identifies any modifications to the project staff and/or project organizational structure. Updates to the Project Organization Chart were made in the past week as MAXIMUS and MNHIX project managers began identifying State staff members that will serve as the Point-of-Contact (POC) for functional and technical areas. Additional Points-of-Contact will be developed in the future.



Project Organization Chart



Risk Summary

Due to space considerations and the need to easily view the Risk Register it has been delivered as a PDF file.

Issues Summary

The Issues summary includes issues that have been identified and are being actively monitored by the project managers. It includes a summary of any new and closed issues during the reporting period. The State has provided MAXIMUS with an initial list of issues today, however we have not yet been able to incorporate them into this report. The Issues Log will be delivered with next week's Project Status Report.

Issue Number	Issue Description	Assigned To	Date Assigned	Due Date	Priority	Resolution	Date Resolved