

A. General Information

Project Name:	IS/IP DDI	Submitted Date:	10/29/2020
Requestor:	Scott Ward	Required Date:	11/13/2020
Decision Log No.:	305		

B. High Level Statement of the Issue

The Integration Services / Integration Platform (IS/IP) Design, Development, and Implementation (DDI) project is seeking approval of its second major deliverable, *Workstream B (WS-B): Production Readiness Review and Stage Gate Review* checklist. The IS/IP DDI project is being deployed iteratively with the integration platform components being implemented in three (3) releases or workstreams. Workstream A was approved on 8/28/2020 (see Decision 288 for more details).

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

1. Master Data Management (MDM) Extract, Transform, Load Module is responsible for moving data throughout the enterprise and provides data integration capabilities.
2. MDM Data Quality Improvement Module improves data quality throughout the enterprise.
3. MDM Hub Module provides a central administrative tool to support and manage master data model(s) throughout the enterprise.
4. MDM Customer 360 Portal Module is the user portal for data managers and data stewards to view and manage the enterprise data in a 360-degree view.
5. Master Person Index (MPI) and Master Organization Index (MOI) processes person or organization record requests to find and present a list of matches from across the Health and Human Services (HHS) agencies, greatly assisting with data interoperability.

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

C. Decision Point(s)

This decision point is seeking approval for IS/IP DDI Workstream B and production readiness of functionality comprised of MDM Modules and MPI/MOI after reviewing the summary of the *Production Readiness Review and Stage Gate Review* checklist deliverable.

D. Considerations

Approving summary of the *WS-17B: Production Readiness Review and Stage Gate Review* deliverable serves as approval for this major deliverable.

The remaining workstream, Workstream C (WS-C), shall provide a summary of the *Production Readiness Review and Stage Gate Review* deliverable according to its deployment date.

E. Listing of Attached Supplemental Information

DOCUMENT TITLE	BRIEF DESCRIPTION
<i>WS-17B: Production Readiness Review (PRR) and Stage Gate Review checklist overview</i>	Summary of eight (8) discipline areas with detailed readiness tasks outlined within each area.
Presentation for October 16, 2020 Executive Steering Committee (ESC) (Slides 22 - 31)	Initial presentation material to orient the ESC members to Workstream B Modules, MPI/MOI and workstream schedule.

F. Additional Background (as needed)

N/A

G. Are state funding (LBR) changes needed?

Yes

No

H. Are federal funding changes needed?

Yes

No

I. List any systems impacted by this decision

None

J. Referred by?

Yes (check all that apply)

No _____

Referred by:

FX Enterprise Program Management Office

FX Portfolio Management

FX Implementation Team



K. Decision Maker and Decision Date

Date of Decision:

Decision:

Decision Made By:

- Acting Secretary Harris
- Designee FX Executive Sponsor
- Designee FX Director Michael Magnuson
- FX Executive Steering Committee (ESC)
- Designee (other)

L. Next Steps

NEXT STEP	TARGET DUE DATE	ASSIGNED TO

Release Name	FX IS/IP WS-17(B) Production Readiness Checklist	Decision Input	Stage Gate Review Meeting	Days to go live	6
Target Release Date	11/23/2020	Meeting Date	11/16/2020	Report Date	11/17/2020

Item #	Milestone Name	Associated Deliverable	Criticality	Metric(s)	Dependency	Contingency (Risk/ Issue # identified)	Task Owner	Go/No-Go Decision Owner	Status Notes	Grade: % Complete	Color	Target Compl. Date	Actual Complete Date	Go / No-Go Decision	Conditional Go Details
1 General Readiness and Project Management Owner = Daymon Jensen and Angie McKenny										100%					
1.01	Go No-Go Criteria defined		H	Go or No-Go criteria (PRR Checklist milestones & metrics) defined for each discipline by Target Completion Date	PRR Section Owners Confirmed	N/A	Tracy Feliciani	Angel Garay	10/27/2020: General Readiness -> criteria 100% defined Tech Infrastructure -> criteria 100% defined Testing -> criteria 100% defined User Provisioning -> criteria 100% defined Training & OCM -> criteria 100% defined Post Implementation Maintenance & Support Readiness -> criteria 100% defined Operational Readiness -> criteria 100% defined Final Sign Off -> criteria 100% defined	100%		10/23/20	10/23/20	Go	
1.02	Go No-Go Criteria approved		H	Go or No-Go criteria approved for each discipline by Target Completion Date	N/A	N/A	Tracy Feliciani	Angel Garay	10/27/2020: Daymon to work with Angie on target approval date - deliverable submitted 10/23/2020 - Follow-up to occur by next Tuesday General Readiness: 10/20/2020 Technical Infrastructure: 10/21/2020 Testing: 10/20/2020 User Provisioning: 10/21/2020 Training & OCM: 10/20/2020 Post Implementation Maintenance & Support Readiness: 10/22/2020 Operational Readiness: 10/21/2020 Final Sign Off: 10/30/2020: Brittney inserted Section Owner one-on-one completion dates. Angel to confirm 100% in next meeting.	100%		11/03/20	11/03/20	Go	
1.03	Go-Live Communication Planned		M	•25% Audiences identified •50% Content developed and reviewed •100% Content delivered to the Agency/or planned delivery date confirmed	N/A	Deliver any necessary message through existing communication channels	Brittney Moulton	Arabella Reeves	10/27/2020: Brittney to follow-up with AR and report on Friday 10/30/2020: Brittney to post WS-B email to FXPR 11/6/2020: Brittney worked with Angel and Arabella to close out comments. Angel to provide Scott with final draft for review and approval and distribution.	100%		11/10/20	11/04/20	Go	
1.04	Implementation Plan created	WS-18(B)	H	• 25% @ draft created • 50% @ draft reviewed • 100% @ draft submitted	N/A	N/A	Brittney Moulton	Angel Garay	10/27/2020: Not started - Brittney to work with AG on target date - deployment activities start 11/17 - need Implementation Plan approved by 11/17 10/30/2020: Daymon - Internal review - scheduling meeting with Angel for next week	100%		11/10/20		Go	
1.05	Risks Reviewed and Mitigated	PP1	H	Risks reviewed on a weekly basis • 25% - Oct 20 deployment risks mitigated • 50% - Oct 27 deployment risks mitigated • 75% - Nov 3 deployment risks mitigated • 100% - Nov 10 deployment risks mitigated	N/A	N/A	Daymon Jensen	Angel Garay	10/27/2020: Daymon suggested 11/10 based on week prior to deployment activities 11/10/2020: IS/IP Risk 305 - logged and mitigation strategy in place	100%		11/10/20	11/10/20	Go	
1.06	High Issues Closed or Work-around in place.		H	Issues reviewed on a weekly basis • 25% - Oct 20 no deployment issues overdue or without work-around • 50% - Oct 27 no deployment issues overdue or without work-around • 75% - Nov 3 no deployment issues overdue or without work-around • 100% - Nov 10 no deployment issues overdue or without work-around	N/A	N/A	Daymon Jensen	Angel Garay	10/27/2020: Daymon suggested 11/10 based on week prior to deployment activities	100%		11/10/20	11/10/20	Go	

1.07	Medium and Low Issues Reviewed and Accepted		M	Issues reviewed on a weekly basis • 25% - Oct 20 no deployment issues overdue • 50% - Oct 27 no deployment issues overdue • 75% - Nov 3 no deployment issues overdue • 100% - Nov 10 no deployment issues overdue	N/A	N/A	Daymon Jensen	Angel Garay	10/27/2020: Daymon suggested 11/10 based on week prior to deployment activities	100%		11/10/20	11/10/20	Go		
1.08	Weekly PRR Checklist summary update reviewed in bi-weekly meetings to Section (Discipline) owners and Go/No-Go owners informing of weekly deployment outcomes		M	PRR meetings are held bi-weekly • 25% - Oct 20 PRR Reviewed • 50% - Oct 27 PRR Reviewed • 75% - Nov 3 PRR Reviewed • 100% - Nov 10 PRR Reviewed	N/A	Deliver necessary message through existing Stakeholder communication channels	Brittney Moulton	Angel Garay	10/27/2020: Updated to reflect meetings that have occurred	100%		11/10/20	11/10/20	Go		
1.09	Pre-deployment deliverables approved (WS-6B - WS-13B & WS-15B)	WS-6(B) thru WS-13(B) & WS-15B	H	% approved of total	N/A	N/A	Daymon Jensen	Angie McKenny	10/27/2020: Daymon to discuss timing with Angie - WS-6B, 7, 8, 9, 10, 11, 12, and WS-15B approved. 10/30/2020: Daymon confirmed with Angie that the Agency is good with the target date (11/19/2020). Angie and Daymon attempting to shorten this, but will provide a conditional go if needed. 11/10/2020: The WS-13(B) approval is outstanding - IS/IP Vendor re-submitted to Agency with administrative updates on 11/9/2020. Angie confirmed all edits were addressed and agreed to by the IS/IP Vendor. 11/17/2020: The WS-13(B) deliverable was approved and PRR was updated to reflect the approval.	100%		11/10/20	11/10/20	Go		
1.10	Workstream B EULAs complete - Informatica		H	*100% - 1 EULA approved	N/A	N/A	Daymon Jensen	Angie McKenny	10/28/2020: Provided date of the final EULA PO. 10/27/2020: Daymon confirmed this is complete - Daymon to provide date 10/30/2020: Splunk PO input	100%		10/16/20	10/16/20	Go		
1.11	ESC Decision Memo	WS-17B	H	50% - Decision memo drafted 75% - Reviewed by Project Sponsor 100% - Approved by Project Sponsor	N/A	N/A	Daymon Jensen	Angel Garay	10/27/2020: Angel confirmed the Agency has drafted the memo - provided to QC on 10/28/2020 11/3/2020: Angel - provided clarification that it has been drafted, reviewed, and approved by Scott	100%		11/10/20	10/30/20	Go		
2 Technical Infrastructure Owner = Henry Wu and Angel Garay										100%						
2.01	INT environment build complete	WS-8B; WS-13B	M	50% WS-8B detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: Complete as of the ERR	100%		09/09/20	09/09/20	Go		
2.02	ST environment build complete	WS-8B; WS-13B	M	50% WS-8B detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: Complete as of the ERR	100%		10/23/20	10/23/20	Go		
2.03	UAT environment build complete	WS-8B; WS-13B	M	50% WS-8B detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: Complete as of the ERR	100%		09/24/20	09/24/20	Go		
2.04	BETA environment build complete	WS-8B; WS-13B	M	50% WS-8B detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: Complete as of the ERR	100%		09/28/20	09/28/20	Go		
2.05	PRD environment build complete	WS-8B; WS-13B	H	50% WS-8B detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: Complete as of the ERR	100%		10/07/20	10/07/20	Go		
2.06	DR environment build complete	WS-8B; WS-13B	H	50% WS-8B detailed design specification (SSS) complete; 100% Build and Configuration complete for environment	N/A	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: Complete as of the ERR	100%		10/21/20	10/21/20	Go		
3 Testing Owner = Anoop Yeluru and Erica Wilson										100%						
3.01	Workstream B Unit Test Complete	WS-13B	M	Unit Test completed in each Environment (INT, ST, UAT, BETA, PROD, DR). Calculated as percent complete of total.	Entry criteria met.	N/A	Ryan Lavorgna	Angel Garay	10/27/2020: INT: 100% complete ST: 100% complete UAT: 100% complete BETA: 100% complete PROD: 100% complete DR: 100% complete	100%		10/22/20	10/22/20	Go		
3.02	Workstream B System Test Complete	WS-14B	M	System Test completed in INT Environments as demonstrated thru the exit mtg	Entry criteria met.	N/A	Anoop Yeluru	Erica Wilson	10/27/2020: INT: 100% complete *Complete date is date of exit meeting	100%		09/21/20	09/21/20	Go		

3.03	Workstream B Regression Test Complete	WS-14B	M	Regression Test completed in each Environment. (INT, ST, UAT, BETA, PROD, DR) Grade % Complete increase by 16.67% for each environment completed as demonstrated thru the exit mtg	Entry criteria met.	N/A	Anoop Yeluru	Erica Wilson	10/27/2020: INT: 100% complete - 10/22/2020 ST: 100% complete - 10/23/2020 UAT: 100% complete - 9/25/2020 BETA: 100% complete - 10/22/2020 PROD: 100% complete - 10/12/2020 DR: 100% complete -10/22/2020 *Complete date is date of exit meeting	100%		10/23/20	10/23/20	Go	
3.04	Workstream B Performance Test Complete	WS-14B	M	Performance Test Complete - Percent passed of total test cases as demonstrated thru the exit mtg	Entry criteria met.	N/A	Anoop Yeluru	Erica Wilson	10/27/2020: 7 of total test cases complete *Complete date is date of exit meeting	100%		10/22/20	10/22/20	Go	
3.05	Workstream B Security Testing Complete	WS-14B	M	Security Testing Complete - Percent passed of total test cases as demonstrated thru the exit mtg	Entry criteria met.	N/A	Anoop Yeluru	Erica Wilson	10/27/2020: 1 of total complete *Complete date is date of exit meeting	100%		10/19/20	10/19/20	Go	
3.06	Workstream B DR Testing Complete	WS-13B	M	DR Test Completed as demonstrated thru the exit mtg	Entry criteria met.	N/A	Anoop Yeluru	Erica Wilson	10/27/2020: DR env ERR meeting date *Complete date is date of exit meeting	100%		10/23/20	10/23/20	Go	
3.07	Workstream B User Acceptance Test Complete	WS-14B	M	UAT completed in UAT Env: as demonstrated thru the exit mtg	Entry criteria met.	N/A	Anoop Yeluru	Erica Wilson	10/27/2020: *Complete date is date of exit meeting	100%		10/23/20	10/23/20	Go	
3.08	Confirm there are no critical or high defects before releasing code to UAT or production		H	Number of critical or high defects fixed/ Total number of critical high defects		N/A	Anoop Yeluru	Angel Garay	One deferred minor defect (IS/IP-781) defect does not impact metric.	100%		11/10/20	11/10/20	Go	Agency's direction was to mark this 3.08 item as a Conditional Go pending the resolution of IS/IP-781 (508 Compliance defect for the C360 portal labels). Informatica is prioritizing the defect.
4 User Provisioning Owner = Henry Wu and Angel Garay										75%					
4.01	MDM Admin users provisioned (Lead: Angelo Pueyo and Backups: Joel Todd and Josh Benhase)		H	3 O&M Team accounts provisioned / 3 total needed *as evidenced in the Staffing List	Complete list of accounts needed	N/A	Henry Wu	Angel Garay	10/27/2020: Not covered in status due to Henry's absence 10/30/2020: Validation not provided to Angel 11/3/2020:	100%		11/10/20	11/03/20	Go	
4.02	MDM Break Glass users provisioned		M	50% user provisioned 100% documented	Complete list of accounts needed	N/A	Henry Wu	Angel Garay	10/27/2020: Not covered in status due to Henry's absence 10/30/2020: No update 11/2/2020: Breakglass Users provided to Angel	100%		11/10/20	11/02/20	Go	
4.03	UAT test users de-provisioned		H	4 de-provisioned / 4 total UAT Test users		N/A	Henry Wu	Angel Garay	10/27/2020: Not covered in status due to Henry's absence 10/28/2020: Ryan confirmed all users were de-provisioned 11/3/2020: Anoop received the WS-C list from Erica and removed anyone that was on the WS-B list, but not WS-C list	100%		10/27/20	10/27/20	Go	
4.04	UAT firewall for testing closed		H	50% IS/IP firewall closed; 100% Agency firewall closed		N/A	Henry Wu	Angel Garay	10/27/2020: Not covered in status due to Henry's absence 10/30/2020: Henry -not closed yet pending WS-C testing start 11/3/2020: Henry - firewall not closed, troubleshooting for WS-C 11/10/2020: Henry - no closed, worked to get the delta list - sending request to Michael Tatum to close - copying Angel Garay. Henry wanting to leave certain ports open that impact WS-C testing (address doctor and C360). PowerCenter, IDQ, and MDM to be closed in the request to Tatum, pending verification this wont impact Address Doctor/C360.	0%		11/10/20	11/10/20	Go	Agency agreed to keeping the firewalls open, to not impact WS-C testing. All WS-B firewalls that can be closed and do not impact WS-C are closed.
5 Training and OCM Owner = Brittney Moulton and Jay Linton										100%					
5.01	MDM Material Development Complete and Approved	WS-15(B): Training Plan	M	1 MDM Hub Matching Concepts materials completed and approved		N/A	Brittney Moulton	Jay Linton	10/27/2020: WS-15B deliverable was approved and included all WS-B training materials.	100%		09/08/20	09/08/20	Go	
5.02	MDM Training Participants Identified	WS-15(B): Training Plan	M	List of MDM Hub Matching Concepts training participants identified and provided to the IS/IP Vendor		N/A	Brittney Moulton	Jay Linton	10/27/2020: The Agency provided list of WS-B stakeholders for training as part of the second round of the deliverable review cycle.	100%		08/24/20	08/24/20	Go	

5.03	MDM Training conducted	WS-15(B): Training Plan	M	25% Training Materials Approved 50% Training Attendees Identified 75% Agency Approval of Training Communication 100% Training Invitation Sent		N/A	Brittney Moulton	Jay Linton	10/27/2020: MDM Hub Matching Concepts - 10/09/2020	100%		10/09/20	10/09/20	Go	
5.04	MDM Training submitted to LMS (if applicable)	WS-15(B): Training Plan	L	100% = all materials sent to AHCA LMS Administrator		N/A	Brittney Moulton	Jay Linton	10/27/2020: IS/IP Vendor working on format with LMS - training materials pending resolution.	100%		11/02/20	11/09/20	Go	
5.05	Informatica C360 Material Development Complete and Approved	WS-15(B): Training Plan	M	2 Informatica Customer 360 training materials completed and approved		N/A	Brittney Moulton	Jay Linton	10/27/2020: WS-15B deliverable was approved and included all WS-B training materials.	100%		09/08/20	09/08/20	Go	
5.06	Informatica C360 Training Participants Identified	WS-15(B): Training Plan	M	List of Informatica Customer 360 training participants identified and provided to the IS/IP Vendor		N/A	Brittney Moulton	Jay Linton	10/27/2020: The Agency provided list of WS-B stakeholders for training as part of the second round of the deliverable review cycle.	100%		08/24/20	08/24/20	Go	
5.07	Informatica C360 Training conducted	WS-15(B): Training Plan	M	25% Training Materials Approved 50% Training Attendees Identified 75% Agency Approval of Training Communication 100% Training Invitation Sent		N/A	Brittney Moulton	Jay Linton	10/27/2020: Informatica C360 User Training - 10/05/2020 Informatica C360 Data Steward Training - 10/07/2020	100%		10/07/20	10/07/20	Go	
5.08	Informatica C360 Training submitted to LMS (if applicable)	WS-15(B): Training Plan	L	100% = all materials sent to AHCA LMS Administrator		N/A	Brittney Moulton	Jay Linton	10/27/2020: IS/IP Vendor working on format with LMS - training materials pending resolution.	100%		11/02/20	11/09/20	Go	
6 Post Implementation Maintenance and Support Readiness Owner = Daymon Jensen and Angel Garay										100%					
6.01	Tier 3 Resources Identified	WS-16(B)	H	% identified of total		N/A	Fausto Lee	Angel Garay	10/27/2020: Daymon to follow-up 11/3/2020: Fausto confirmed Tier 3 resources have been identified	100%		11/3/2020	11/02/20	Go	
6.02	Tier 3 Resources mobilized	WS-16(B)	H	% mobilized of total		N/A	Fausto Lee	Angel Garay	10/27/2020: Daymon to follow-up 11/3/2020: Fausto confirmed Tier 3 resources have been mobilized	100%		11/10/2020	11/02/20	Go	
6.03	Tier 2 Resource identified	WS-16(B)	H	% identified of total		N/A	Fausto Lee	Angel Garay	10/27/2020: Daymon to follow-up 10/30/2020: Daymon - Fausto is onboarded 11/3/2020: Fausto confirmed Tier 2 resources have been identified	100%		11/3/2020	11/03/20	Go	
6.04	Tier 2 Resource mobilized	WS-16(B)	H	% mobilized of total		N/A	Fausto Lee	Angel Garay	10/27/2020: Daymon to follow-up 10/30/2020: Daymon - Tier 2 resource is onboarded	100%		11/10/2020	11/03/20	Go	
6.05	Support staff contact and on-call lists created		H	25% identify individuals 50% Review list of individuals 75% Add office/cell number/email 100% Finalize contact list		N/A	Fausto Lee	Angel Garay	10/27/2020: Daymon updated the list - pending walkthrough with AG 11/3/2020: Meeting scheduled for 11/5/2020 11/6/2020: Provided to Agency	100%		11/10/2020	11/05/20	Go	
6.06	On-call expectations and escalation process in place		H	25% drafted by Oct 20 50% reviewed by Oct 27 75% updates by Nov 3 100% finalized by Nov 10		N/A	Fausto Lee	Angel Garay	10/27/2020: Daymon updated the list - pending walkthrough with AG 11/3/2020: Meeting scheduled for 11/5/2020	100%		11/10/2020	11/05/20	Go	
6.07	Confirm email templates from WS-A		L	50% reviewed existing email templates 100% confirmation that no edits are needed to existing email templates		N/A	Fausto Lee	Shawn Harvey	10/27/2020: Daymon - pending meeting with Agency staff - will evaluate email template and request feedback 11/3/2020: Meeting scheduled for 11/3/2020	100%		11/10/2020	11/5/2020	Go	
7 Operational Readiness Owner = Brittney Moulton and Angel Garay										100%					
7.01	Operational Readiness Review Complete		H	33% = ORR criteria confirmed 66% = ORR test results documented 100% = ORR Walkthrough (wk of Nov 2 - 6)			Brittney Moulton	Angel Garay	10/27/2020: PRR Team to have confirmed criteria by Tuesday 10/30/2020: updated per deliverable submission with ORR criteria per CMS and test results from Exit meetings submitted 11/6/2020: IS/IP Vendor to update ORR PPT with re-submission of WS-17C	100%		11/04/20	11/04/20	Go	

7.02	Production Readiness Stage Gate Review Complete		H	50% = Production Readiness Deck drafted by Target Completion Date 100% = Production Readiness Stage Gate Review scheduled Target Completion Date			Brittney Moulton	Angel Garay	10/27/2020: Deck to be updated as PRR completed 10/30/2020: Deck is in progress and meeting tentative for 11/16/2020	100%		11/06/20	11/05/20	Go	
8	Final Readiness Sign Off	Owner = Tracy Feliciani and Scott Ward								100%					
8.01	Signoff obtained from key Go or No-Go decision owners	WS-17B	H	Lines above are either Yes or Conditional Yes for Go by Target Completion Date		50	Tracy Feliciani	Scott Ward	General Readiness: Technical Infrastructure: Testing: User Provisioning: Training & OCM: Post Implementation Maintenance & Support Readiness: Operational Readiness:	100%		11/16/20	11/16/20	Go	