

BI-WEEKLY PROJECT STATUS REPORT

Project Name:	Arkansas HBE Project	Report Period:	7/10/11- 07/23/11
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Project Description:	Health Benefit Exchange Planning		

Project Status Summary

The scoreboard below reflects the status of the Arkansas HBE Project.

Performance Indicators	Area	Status Summary Description <small>(only needed for areas with yellow or red status)</small>
	Overall	<p>The Program Integration Plan, IT Integration Plan, Marketplace/Financial Plan, Evaluation Plan and Communication, Education & Outreach Plan work streams are all active.</p> <p>The Program and IT interviews have completed the formal data gathering activities for the Program Integration Plan and IT Integration Plan.</p> <p>The workgroups sessions have completed the formal data gathering activities for the Evaluation Plan and Communication, Education & Outreach Plan.</p>
	Schedule	<p>Submitted the following for State Review:</p> <ul style="list-style-type: none"> • Governance Plan
	Resources	Full team on board
	Risks/Issues	Multiple statewide initiatives are currently underway (or will be underway) that may have a dramatic impact on the Cost Modeling efforts. Efforts to properly reflect the intended future impact of the statewide initiatives have been started. Results are dependent upon response.
Color Legend	 All systems go / on schedule  Some area(s) of concern  Serious risk	

Accomplishments of the Current Reporting Period

1. Project Management

- Attend Steering Committee Meeting (7/12)
- Provide next Bi-Weekly Status Report

2. Governance Plan

- Review the Governance Plan with the Steering Committee (7/12)

3. IT Integration Plan

- Deliverable outline approved 7/15.
- Completed all interviews (10 individuals or groups) on 7/15

4. Program Integration Plan

- Deliverable outline approved 7/15.

- Completed all interviews (12 individuals or groups) on 7/14
- Continued research on effected State stakeholders and recently published proposed guidelines from HHS

5. Marketplace / Financial Model

- Review the Marketplace model method with the Steering Committee (7/12)
- Gathered public data sources (CPS, SIPP, MEPS, SUSB)

6. Communication, Education, & Outreach Plan

- Reviewed Deliverable outline on 7/22
- Prepare draft question set for distribution to the Workgroups (7/15)
- Attend Workgroups / Discuss Navigator role
 - Workgroup meetings – 7/18-7/21

7. Evaluation Plan

- Reviewed Deliverable outline on 7/22

Planned Activities for the Next Reporting Period

1. Project Management

- Approval of Master Project Work Plan (schedule)
- Complete approval of all Deliverable Outlines
- Attend Steering Committee Meeting (7/26)
- Provide next Bi-Weekly Status Report

2. Governance Plan

- Collect/review comments from the Workgroups regarding the Governance Plan within the Steering Committee (7/26)

3. IT Integration Plan

- Review draft sections of the report with AR HBE Planning Team
- Gather follow-up information as needed
- Draft Plan for initial submission (week of 8/15)
- IT Workgroup scheduled for 8/3

4. Program Integration Plan

- Complete draft of report
- Review draft sections of the report with AR HBE Planning Team
- Gather follow-up information as needed
- Draft Plan for initial submission (week of 8/15)

5. Marketplace / Financial Model

- Approve Deliverable outline (week of 7/25)
- Review the Initial draft Marketplace model with the Steering Committee (7/26)
- Gather Public Source Data (Mass Connector Reports)

- Complete “Naïve Model” output
- Gather Arkansas Model Source Data
- Complete Actuarial Analysis model in preparation for delivery to Steering Committee (8/9)

6. Communication, Education, & Outreach Plan

- Approve Deliverable outline (week of 7/25)
- Report the Workgroups’ summarized comments to the Steering Committee (7/26)
- Compile Q&A information from Workgroups into documentation to inform C/E/O Plan
- Draft Plan for initial submission (week of 8/15)

7. Evaluation Plan

- Approve Deliverable outline (week of 7/25)
- Draft Plan for initial submission (week of 8/15)

Risks, Issues and Action Items

Risks

Below is a summary of submitted/open risks for the report period. Please see Monthly Risk Report for more details.

RISK TITLE	OWNER	STATUS

Issues

Below is a summary of submitted/open issues for the report period. Please see Weekly Issue Report for more details.

ISSUE TITLE	OWNER	STATUS

Action Items

The following is a list of resources requested/closed during the report period.

(Action Items marked as “Completed” or “Closed” in last Status Report have been removed)

#	ACTION TITLE	ACTION OWNER	PRIORITY	PROGRESS	DATE OPENED	DUE DATE

Change Requests

The following table provides a summary of Change Requests that were open during the report period.

DATE OPENED	CR #	REQUESTOR	DESCRIPTION	STATUS	HOURS	TARGET COMPLETION ⁺
None						

⁺ Target Completion of the change (i.e., when will schedule be changed to accommodate the request, if approved)

Staffing and other Project Related Changes

Staffing Changes

Below is the updated resource loading chart.

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ROLE	AR ROLL-ON DATE	AR ROLL-OFF DATE*	COMMENTS
Glick	James	Executive Oversight	06/06/11		Part Time as needed
Sodergren	Dave	Project Manager	06/20/11		Full Time
Grissom	Kathy	Business Analyst	06/06/11		Full Time
Peters	JP	Business Analyst	06/20/11		Full Time
Tinsley	Amy	Business Analyst	06/06/11		Part Time as needed
Wood	Cyrus	Technical Analyst	06/20/11		Part Time as needed
Powell	Lars	Powell & Associates	06/06/11		Part Time as needed
Howland	Mark	Solucia	06/06/11		Part Time as needed
Messer	Tom	Solucia	06/20/11		Part Time as needed
Hopkins	Debbie	AFMC	06/20/11		Part Time as needed
Rossi	Amy	AFMC	06/20/11		Part Time as needed
Sorensen	Janet	AFMC	06/20/11		Part Time as needed
Schrader	Amy	AFMC	06/20/11		Part Time as needed
Schell	Jason	AFMC	06/20/11		Part Time as needed
Williams	Janna	AFMC	06/20/11		Part Time as needed

*Roll-off date is end of project unless otherwise noted.

** Participants in the project who do not require space allocation.

Deliverables

The following table depicts the current phase for each deliverable with the associated status and due date for that phase.

DELIVERABLE DESCRIPTION	PHASE	STATUS	BASELINE START DATE	BASELINE FINISH DATE	ACTUAL START DATE	ACTUAL FINISH DATE
Governance Plan	Planning	Complete	6/6/11	7/1/11	6/6/11	7/7/11
Program Integration Plan	Planning	In progress	6/20/11	8/11/11	6/20/11	
IT Integration Plan	Planning	In progress	6/20/11	8/11/11	6/20/11	
Marketplace/Financial Analysis Plan	Planning	In progress	6/20/11	8/18/11	6/27/11	
Communication/Education/Outreach Plan	Planning	In progress	6/28/11	8/18/11	6/28/11	
Evaluation Plan	Planning	In progress	6/28/11	8/18/11	6/28/11	

DELIVERABLE DESCRIPTION	PHASE	STATUS	BASELINE START DATE	BASELINE FINISH DATE	ACTUAL START DATE	ACTUAL FINISH DATE
Business Operations Plan	Planning	Not Started	8/15/11	8/31/11		