BI-WEEKLY PROJECT STATUS REPORT

Project Name:	**Arkansas HBE Project**	Report Period:	**08/21/11- 09/03/11**
AID Project Manager:	**Cindy Crone**	Published:	**09/05/11**
First Data Project Manager:	**Dave Sodergren**	Phone, E-mail:	**(518) 618-5830**
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Project Description:	**Health Benefit Exchange Planning**		

Project Status Summary

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

Performance Indicators	Area	Status Summary Description (only needed for areas with yellow or red status)
🟢	Overall	The Program Integration Plan, Evaluation Plan and Communication, Education & Outreach Plan, IT Integration Plan and Marketplace report have all been delivered for HBE Planning Team review. The Financial Model and Operations Plan results are scheduled for presentation within the 9/6 Steering Committee meeting. Delivery will be subsequent to the Steering Committee meeting. Due to the timing of the Steering Committee meetings and the impending Grant request due date of 9/30/11, the decision was made to delay the final submission of the Business Operations Plan until after the Steering Committee meeting review of the summary information to incorporate comments and simplify the Grant Drafting/Submission activities during the month of September. The HBE Planning project is still considered on schedule ("green") although the delivery is after the original completion date of 8/31. There is no additional cost to AID HBE to accommodate this schedule adjustment.
🟢	Schedule	Submitted the following for State Review: • Governance Survey Results • Program Integration Plan • Evaluation Plan • Communication, Education & Outreach Plan • IT Integration Plan • Marketplace Report
🟢	Resources	Full team on board
🟢	Risks/Issues	Multiple statewide initiatives are currently underway (or will be underway) that have adjusted the Cost Modeling efforts. Ongoing efforts to collaborate across the statewide initiatives will require an enterprise management approach to schedule, architecture and resources.
Color Legend	🟢 All systems go / on schedule	🔻 Some area(s) of concern 🛑 Serious risk

Accomplishments of the Current Reporting Period

1. **Project Management**
   - Attended the Steering Committee Meeting on 8/23
   - Provide next Bi-Weekly Status Report

2. **Governance Survey Results**
   - No Planned Activities

3. **IT Integration Plan**
   - Delivered the IT Integration Plan for HBE Planning team review on 8/24.

4. **Program Integration Plan**
   - Presented the Program Integration Plan to the Steering Committee on 8/23.

5. **Marketplace / Financial Model**
   - Delivered the Marketplace Report for HBE Planning team review on 8/31.
   - Preparing Financial Model presentation for Steering Committee on 9/6.

6. **Communication, Education, & Outreach Plan**
   - Presented the Communication, Education, & Outreach Plan to the Steering Committee on 8/23.

7. **Evaluation Plan**
   - Prepared to present the Evaluation Plan with the Steering Committee on 8/23 - presentation postponed until the next Steering Committee meeting.

8. **Business Operations Plan**
   - Preparing Business Operations Plan presentation for Steering Committee on 9/6.

Planned Activities for the Next Reporting Period

1. **Project Management**
   - Facilitate Steering Committee Meeting (9/6)
   - Provide next Bi-Weekly Status Report

2. **Governance Survey Results**
   - No planned activities

3. **IT Integration Plan**
   - Review the IT Integration Plan with the Steering Committee (9/6).

4. **Program Integration Plan**
   - No planned activities

5. **Marketplace / Financial Model**
   - Review the Marketplace Report with the Steering Committee (9/6).
   - Review the Financial Model with the Steering Committee (9/6).

6. **Communication, Education, & Outreach Plan**
   - No planned activities

7. **Evaluation Plan**
   o Review the Evaluation Plan with the Steering Committee (9/6).

8. **Business Operations Plan**
   o Review the Business Operations Plan with the Steering Committee (9/6).

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
Exchange Authority Delays – A long delay in establishing the future governance model will impact both the procurement/establishment methods as well as delay 2012/13 preparation tasks.	Cynthia Crone	Open
Complex IT Collaboration – Due to the numerous IT efforts affecting the Arkansas Health systems (MMIS, SHARE, DIS/SSO, HBE), there is a significant risk to one or more of the efforts resulting in delays associated with shared technologies, resources or funding.	Cynthia Crone	Open

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	8/31/11	Full Time
Tinsley	Amy	Business Analyst	06/06/11	8/31/11	Part Time as needed
Wood	Cyrus	Technical Analyst	06/20/11	8/31/11	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	8/31/11	Part Time as needed
Rossi	Amy	AFMC	06/20/11	8/31/11	Part Time as needed
Sorensen	Janet	AFMC	06/20/11	8/31/11	Part Time as needed
Schrader	Amy	AFMC	06/20/11	8/31/11	Part Time as needed
Schell	Jason	AFMC	06/20/11		Part Time as needed
Williams	Janna	AFMC	06/20/11	8/31/11	Part Time as needed
Billelo	Lisa	AFMC	06/20/11	8/31/11	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 Survey Results	Planning	Complete	6/6/11	7/1/11	6/6/11	7/7/11
Program Integration Plan	Planning	Complete	6/20/11	8/11/11	6/20/11	8/16/11

Deliverable Description	Phase	Status	Baseline Start Date	Baseline Finish Date	Actual Start Date	Actual Finish Date
IT Integration Plan	Planning	Complete	6/20/11	8/11/11	6/20/11	8/24/11
Marketplace Report	Planning	In progress	6/20/11	8/18/11	6/27/11	8/31/11
Financial Model	Planning	In progress	6/20/11	8/18/11	6/27/11	
Communication/Education/Outreach Plan	Planning	Complete	6/28/11	8/18/11	6/28/11	8/17/11
Evaluation Plan	Planning	Complete	6/28/11	8/18/11	6/28/11	8/16/11
Business Operations Plan	Planning	Not Started	8/15/11	8/31/11	8/15/11	