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# MMIS Planning — Getting Started on the Road to Success

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# Preliminary Thoughts...

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*Our experiences has shown that:*

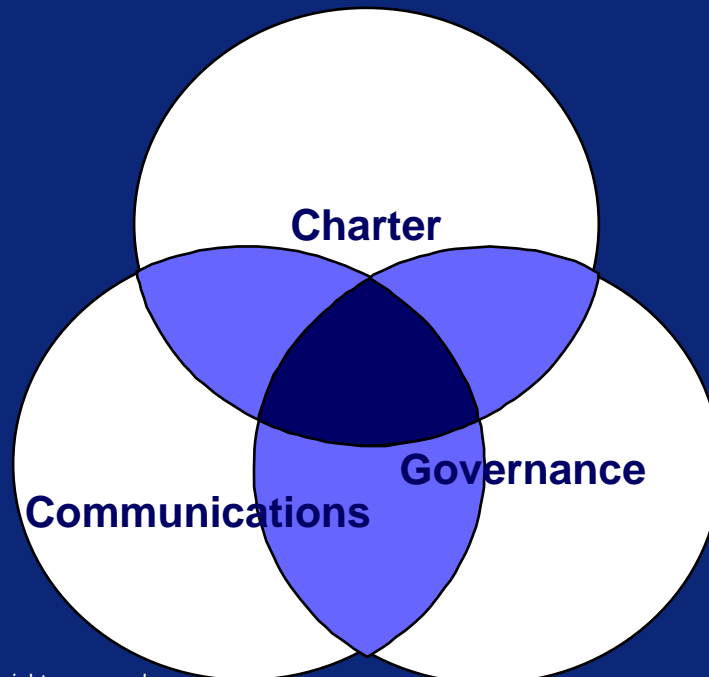
- 20 % Extra Planning Saves 80% Extra Effort!
- You Can't Plan for Everything

# Getting Started

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## ***Start-up Activities Build the Foundation for a Successful MMIS Implementation Project.***

- Developing a Project Charter
- Establishing the Project Governance Structure
- Creating an Effective Communications Strategy

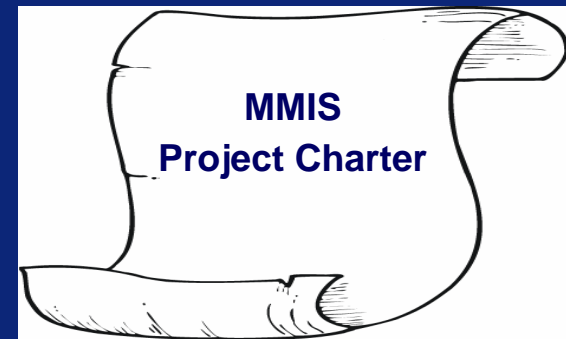


# Creating a Project Charter

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***The Project Charter helps defines common goals, objectives and ownership.***

- Developed by Project Sponsor and associates
- Identifies business needs
- Outlines guiding principles
- Identifies and empowers project manager
- Identifies project constraints and assumptions
- Describes product or services to be procured

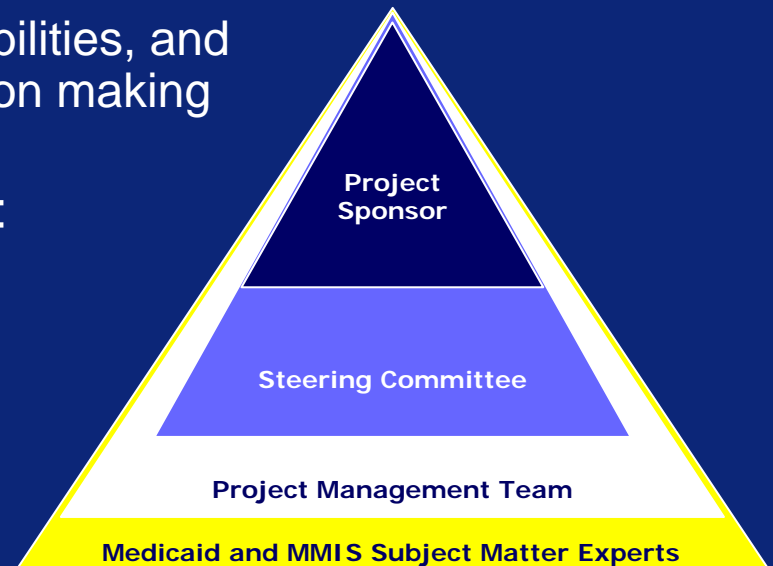


# Establishing Governance

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***Effective project governance assigns clear responsibility and facilitates communication.***

- Executive sponsorship and senior management alignment facilitate the connection between business objectives and IT needs
- Delays in decision making can be costly
  - Governance establishes roles, responsibilities, and expectations that help enable the decision making process
- A typical governance structure includes:
  - Project Sponsor
  - Steering Committee
  - Project Management Team
  - Subject Matter Experts

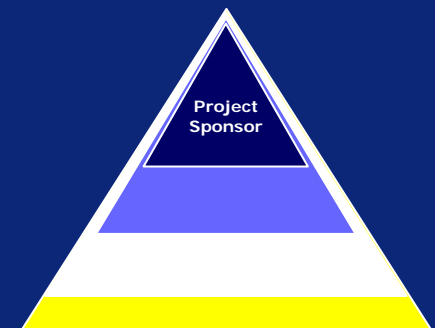


# Governance - Project Sponsor

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***The Project Sponsor “champions” the project throughout its lifecycle to successful completion***

- Continuously aligns business and IT needs
- Helps overcome roadblocks
- Facilitates the acquisition of necessary resources
- Coordinates with key stakeholders
  - Other agencies
  - Elected officials
  - Provider and member organizations



# Governance - Steering Committee

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***The Steering Committee provides the leadership and oversight that helps ensure the project meets its stated goals and objectives.***

- Facilitates planning and coordination
- Sets priorities and provides ongoing oversight of project activities
- Reviews risks and approves mitigation strategies
- Resolves issues



# Governance - Project Management

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*The Project Management team is responsible for executing against the project work plan.*

- Provides day to day direction and decision making
- Manages resources
- Identifies and resolves issues
- Manages risks and mitigation strategies
- Monitors the work plan and reports variances
- Manages communications
- Reports progress and status to Steering Committee and executive sponsors

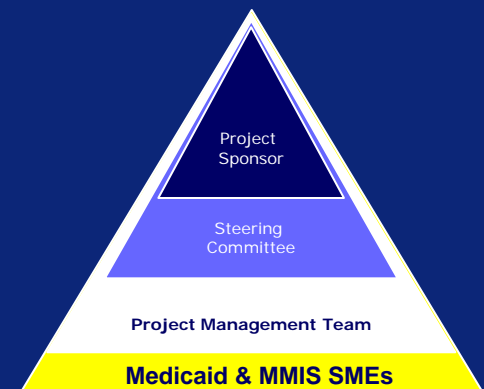


# Governance - Subject Matter Experts

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***Medicaid and MMIS Subject Matter Experts are critical to the success of a planning and implementation effort.***

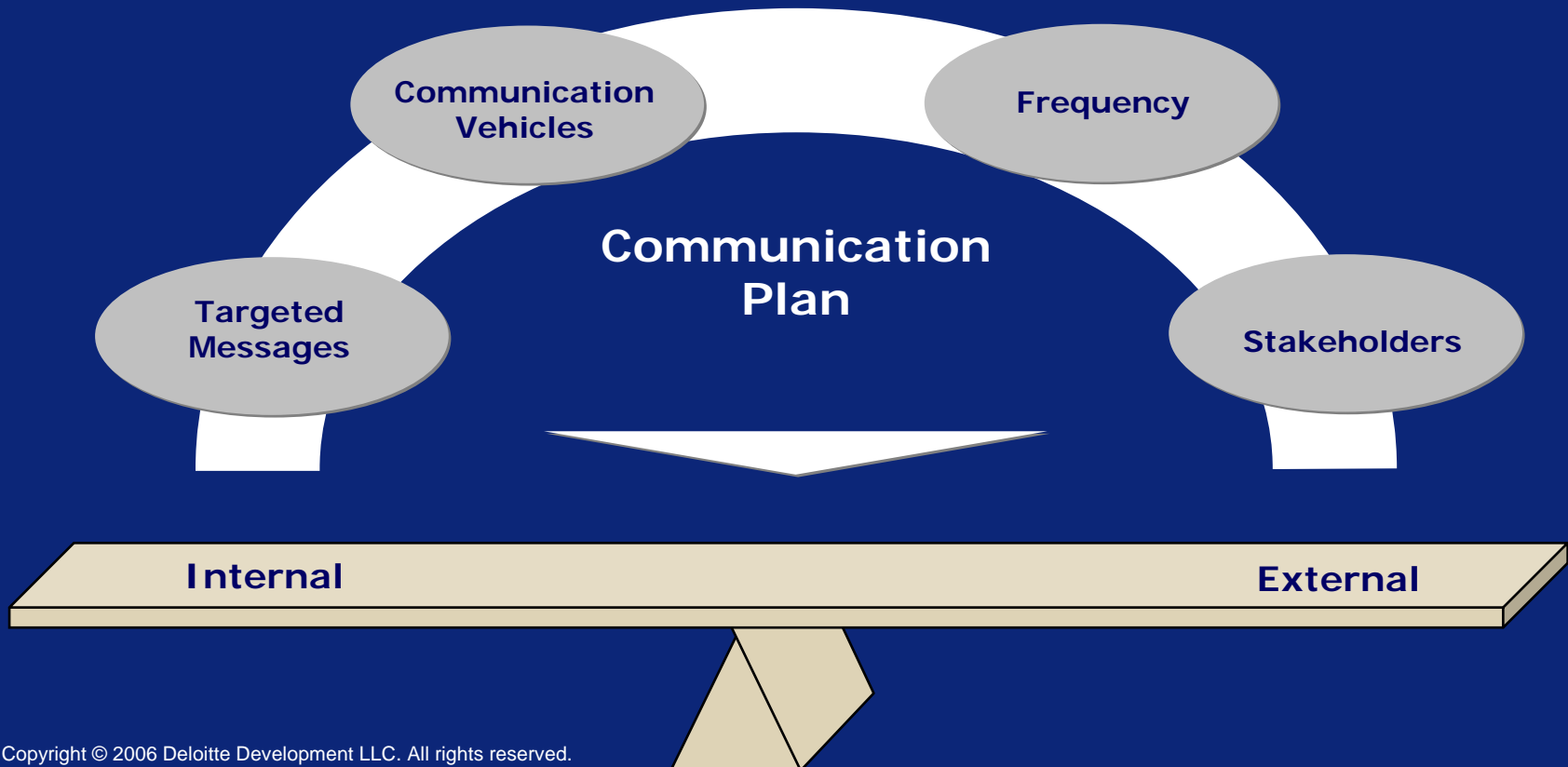
- The project must have the right people at the right time to participate in:
  - Requirements definition
  - JAD sessions
  - Conversion planning
  - User Acceptance Testing
  - Training
  - Readiness “go-live”
  - Certification preparation



# Communications

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*Project communications are a balance of internal and external messages that continue to evolve throughout the project*



# Closing Thoughts...

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## *Remember:*

- 20 % Extra Planning Saves 80% Extra Effort!
- You Can't Plan for Everything

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