

Project Planning, Governance, and Management

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◆ Prioritization

- What other projects are underway?
- Are there deadlines for completion/compliance?
- What are the drivers for each project?
- Are they mandatory, desired, or optional?

◆ Coordination

- Are there overlaps between analysis and/or remediation tasks?
- Are there other activities which can be combined?

◆ Budget

- Is there a solid funding plan for this initiative?
- Are there alternative funding sources that should be tapped?
- Is there a contingency plan for funding since this spans multiple fiscal years?

◆ Economies of Scale

- Are there other organizations with similar needs?
- Do you have contracted resources that can be leveraged across multiple projects?

◆ Executive Support

- Does the top level of management buy in to the importance and success of this project?

◆ Steering Committee

- Do the mid-level managers communicate with the Executive sponsor on a regular basis?
- Are the key stakeholders receiving regular updates on the status of the project?

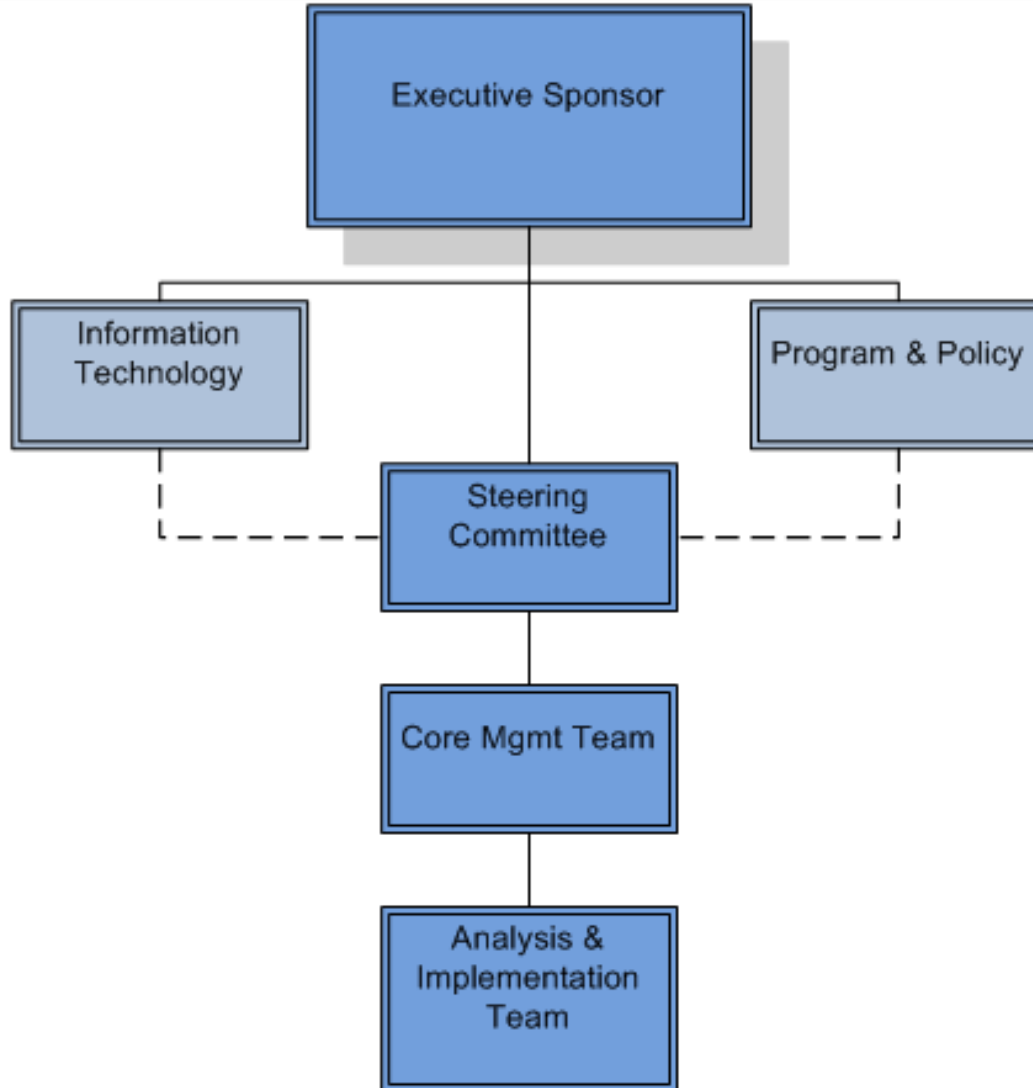
◆ Core Management Team

- Do you have mid level managers meeting regularly to assess issues and risks, and make front line decisions?

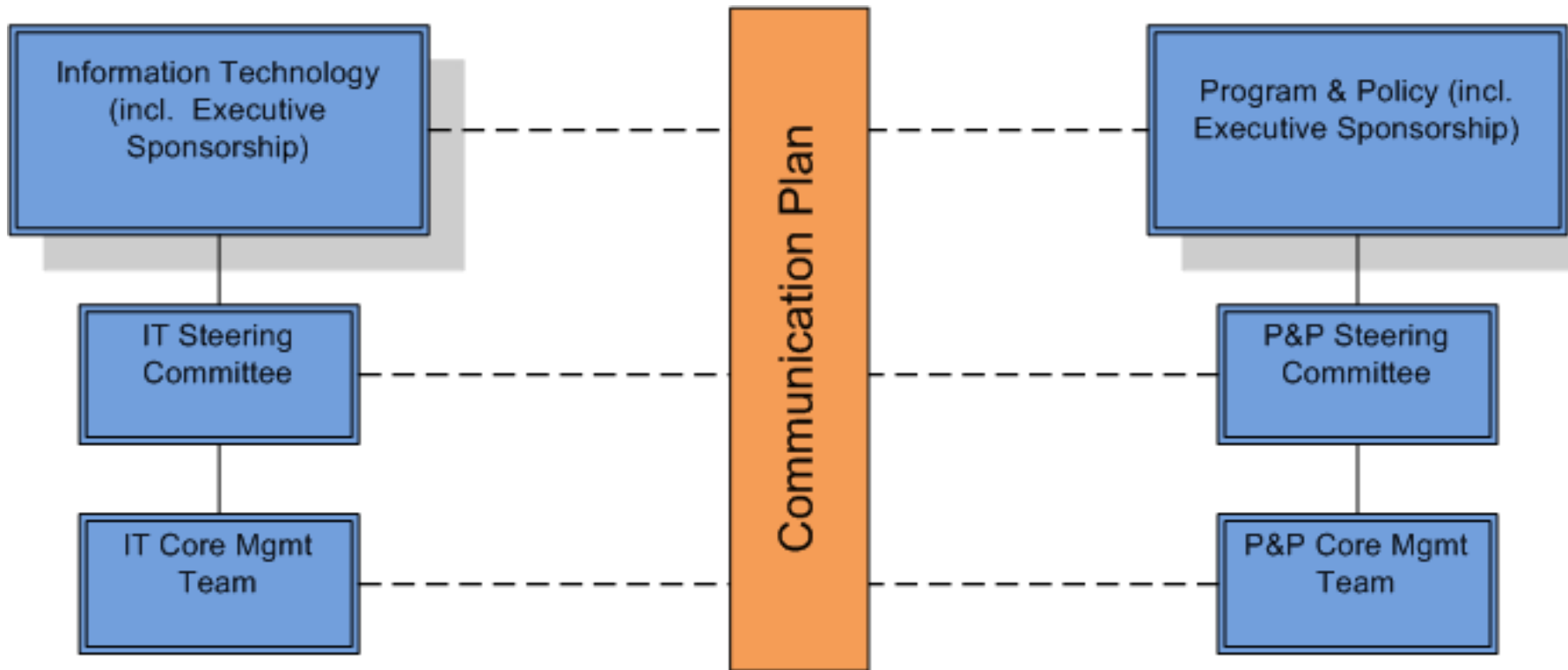
◆ Subject Matter Experts

- Are all of your key front line SMEs involved in the project at some level?
- Do you have mechanisms for collecting input and tracking it through project activities to completion?

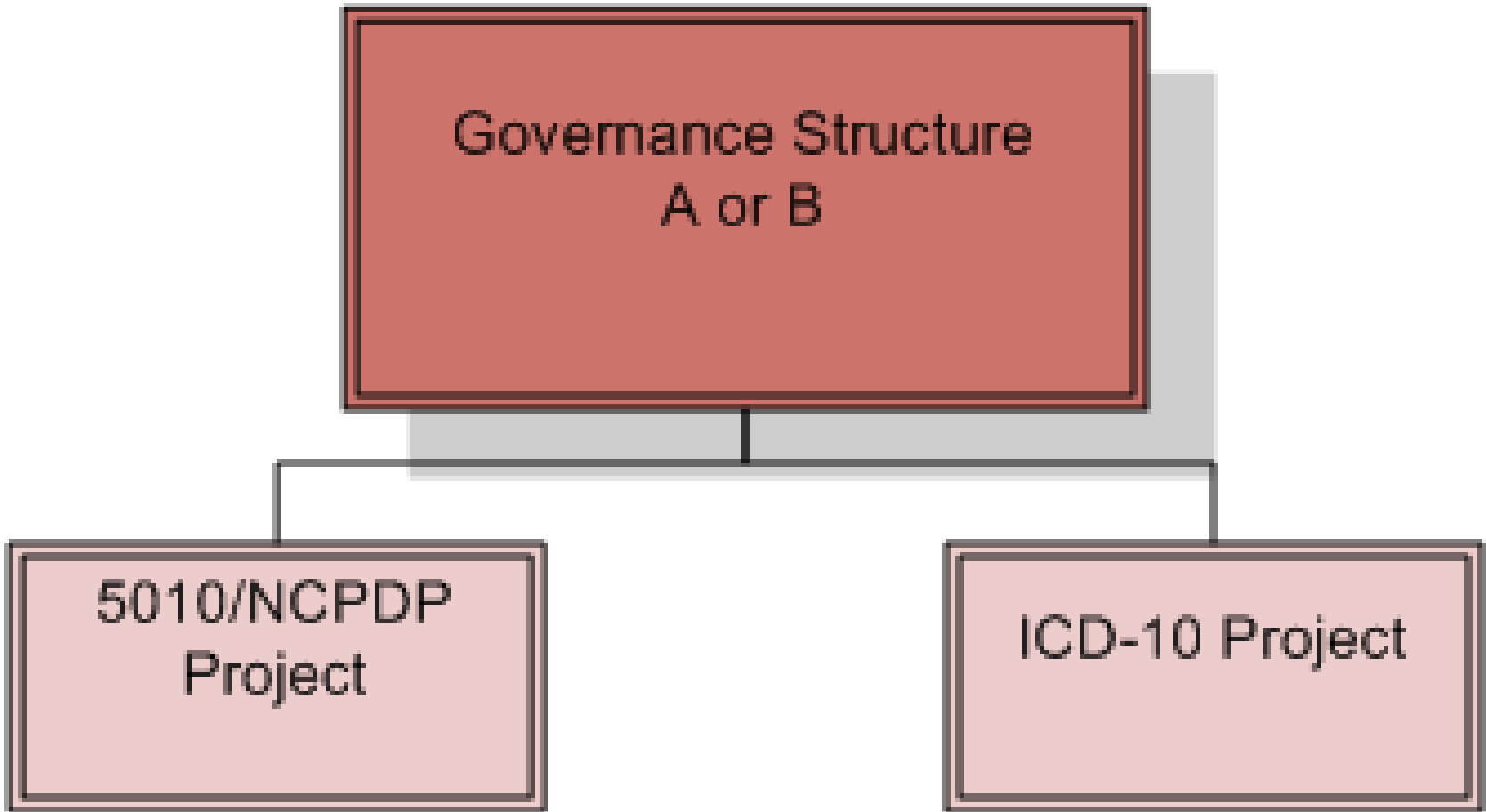
Governance Model A



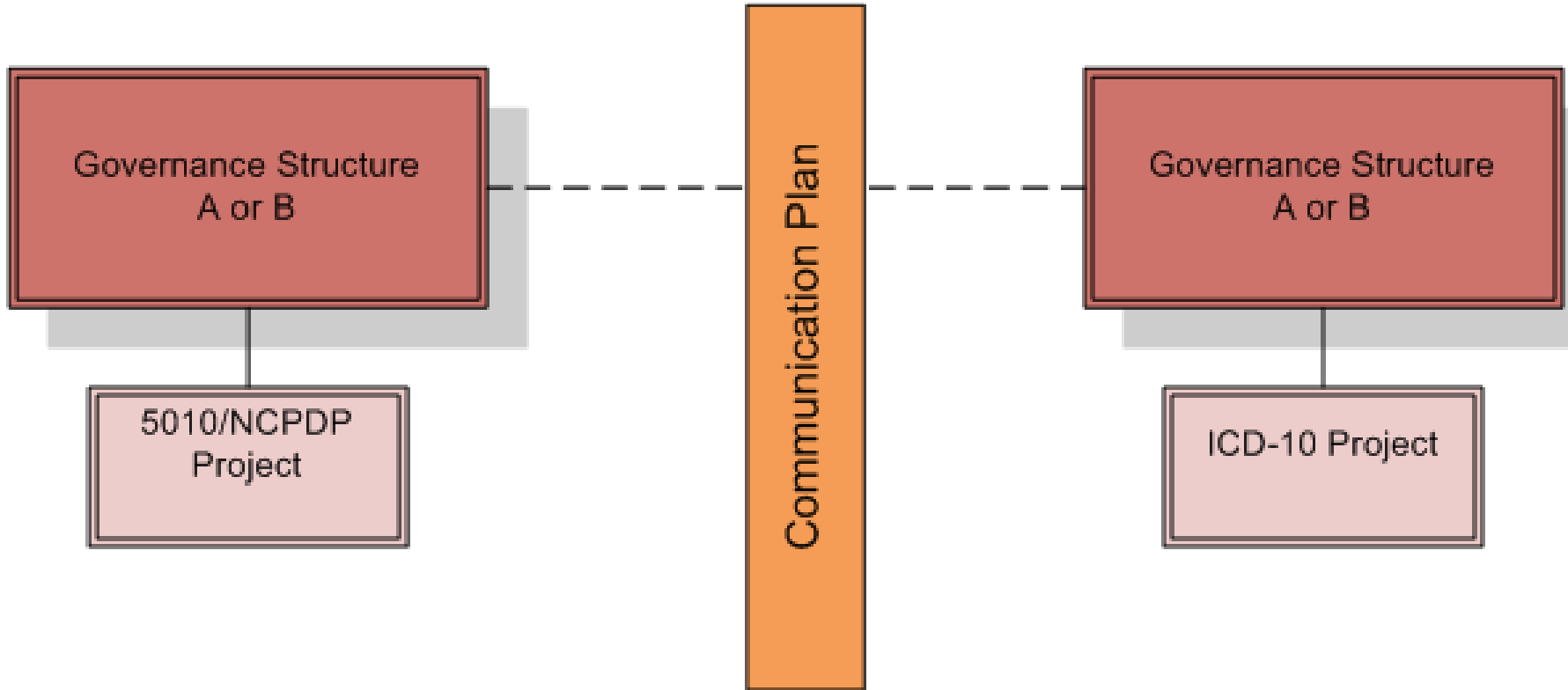
Governance Model B



HIPAA Modifications Projects Structure A



HIPAA Modifications Projects Structure B



◆ Communication Plans

- Who needs to know what when?
- What channels of communication exist and can be reused, and what new ones need to be established?

◆ Training and Outreach

- Are both internal and external training and outreach needs being identified?
- Is there a plan for conducting these activities including time, materials, and resources?

Project Management Principles (cont'd)

- ◆ Risk Identification and Management Plan
 - Can you identify project risks?
 - Are you able to quantify the impact to prioritize mitigation of risks?
- ◆ Issue Identification and Management Plan
 - Who is responsible for tracking all project issues?
 - Are there proper follow up procedures for reporting and resolution of open issues?

Project Management Principles (cont'd)

◆ Quality Management Plan

- Is there an entity or group of stakeholders reviewing the quality of documentation produced for the project?

◆ Independent Verification & Validation Plan

- Do you have an independent third party reviewing system development work for accuracy?
- Is there a process for determining the value vs. the cost for planned remediation?

Open Discussion

- ◆ Are there organizations that have all this in place?
- ◆ Are there organizations that have none of this in place?
- ◆ How can WEDI help?
 - Education on the importance of these components of the project?
 - Collaboration opportunities?
- ◆ Other issues?