

# HMIS Implementation Workplan

ID	Task Name	Duration	Start	Finish	2004												
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
1	<b>1 Initiate Project</b>	<b>1 day</b>	<b>10/1/03</b>	<b>10/1/03</b>	0%												
2	<b>1.1 Implementer Contract</b>	<b>1 day</b>	<b>10/1/03</b>	<b>10/1/03</b>	0%												
3	1.1.1 Negotiate Implementer Contract	1 day	10/1/03	10/1/03	0%												
4	1.1.2 Execute Implementer Contract	1 day	10/1/03	10/1/03	0%												
5	<b>1.2 Software Vendor Contract</b>	<b>1 day</b>	<b>10/1/03</b>	<b>10/1/03</b>	0%												
6	1.2.1 Negotiate Software Vendor Contract	1 day	10/1/03	10/1/03	0%												
7	1.2.2 Execute Software Vendor Contract	1 day	10/1/03	10/1/03	0%												
8	<b>1.3 Project Kickoff Meeting</b>	<b>1 day</b>	<b>10/1/03</b>	<b>10/1/03</b>	0%												
9	1.3.1 Meeting between XYZ and Implementer only	1 day	10/1/03	10/1/03	0%												
10																	
11	<b>2 Project Planning &amp; Preparation</b>	<b>47 days</b>	<b>10/2/03</b>	<b>12/5/03</b>	0%												
12	<b>2.1 Implementation Planning</b>	<b>9 days</b>	<b>10/2/03</b>	<b>10/14/03</b>	0%												
13	2.1.1 Determine Project Vision & Goals	2 days	10/2/03	10/3/03	0%												
14	2.1.2 Gain Understanding of XYZ CoC and Agencies	2 days	10/2/03	10/3/03	0%												
15	2.1.3 Obtain copy of HUD submission, budget and grant documents	2 days	10/6/03	10/7/03	0%												
16	2.1.4 Determine Preliminary Agency Implementation Schedule	2 days	10/8/03	10/9/03	0%												
17	2.1.5 Complete Final Project Plan	3 days	10/10/03	10/14/03	0%												
18	<b>2.2 Project Governance</b>	<b>5 days</b>	<b>10/13/03</b>	<b>10/17/03</b>	0%												
19	<b>2.2.1 Project Status Meetings</b>	<b>5 days</b>	<b>10/13/03</b>	<b>10/17/03</b>	0%												
20	2.2.1.1 Determine meeting frequency and participants	1 day	10/13/03	10/13/03	0%												
21	2.2.1.2 Schedule meetings	1 day	10/14/03	10/14/03	0%												
22	2.2.1.3 Develop standing agenda	1 day	10/14/03	10/14/03	0%												
23	2.2.1.4 Develop status report template	2 days	10/15/03	10/16/03	0%												
24	2.2.1.5 Conduct meetings	1 day	10/17/03	10/17/03	0%												
25	<b>2.2.2 Continuum HMIS Meetings</b>	<b>3 days</b>	<b>10/13/03</b>	<b>10/15/03</b>	0%												
26	2.2.2.1 Initial Presentation/Demo to HMIS Participants	2 days	10/13/03	10/14/03	0%												
27	2.2.2.2 Presentation/Demo to Entire Continuum	2 days	10/13/03	10/14/03	0%												
28	2.2.2.3 Implementation Planning Meeting with HMIS Participants	1 day	10/15/03	10/15/03	0%												
29	<b>2.3 Initial Documentation Development</b>	<b>20 days</b>	<b>11/3/03</b>	<b>11/28/03</b>	0%												
30	2.3.1 Provider Agency Agreement	2 days	11/3/03	11/4/03	0%												
31	2.3.2 Client Release of Information	2 days	11/5/03	11/6/03	0%												
32	2.3.3 End-User Code of Ethics	2 days	11/7/03	11/10/03	0%												
33	2.3.4 Agency, Program, Shelter and Staff Profiles	2 days	11/11/03	11/12/03	0%												
34	2.3.5 Agency Hardware-Software Inventory	2 days	11/13/03	11/14/03	0%												
35	2.3.6 Agency Internet Connectivity Review	2 days	11/17/03	11/18/03	0%												
36	2.3.7 Hardware Acquisition Form	2 days	11/19/03	11/20/03	0%												
37	2.3.8 Training Manuals	2 days	11/21/03	11/24/03	0%												
38	2.3.9 Continuum Website	2 days	11/25/03	11/26/03	0%												
39	2.3.10 Policy & Procedure Development	2 days	11/27/03	11/28/03	0%												
40	<b>2.4 Project Communications</b>	<b>20 days</b>	<b>11/10/03</b>	<b>12/5/03</b>	0%												

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					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug					
41	2.4.1 Develop email distribution lists	2 days	11/10/03	11/11/03																
42	2.4.2 Develop Project Website	15 days	11/10/03	11/28/03																
43	2.4.3 Develop overview Powerpoint presentation	5 days	11/24/03	11/28/03																
44	2.4.4 Develop newsletters	5 days	12/1/03	12/5/03																
45																				
46	<b>3 Installation &amp; Setup</b>	<b>37 days</b>	<b>12/1/03</b>	<b>1/20/04</b>																
47	<b>3.1 Hardware Installation &amp; Hosting</b>	<b>13 days</b>	<b>12/1/03</b>	<b>12/17/03</b>																
48	3.1.1 Determine hardware requirements	2 days	12/1/03	12/2/03																
49	3.1.2 Source servers and associated hardware	2 days	12/3/03	12/4/03																
50	3.1.3 Purchase servers and associated hardware	2 days	12/5/03	12/8/03																
51	3.1.4 Installation at Software Vendor Systems	2 days	12/15/03	12/16/03																
52	3.1.5 Ensure co-location and managed services are arranged	1 day	12/17/03	12/17/03																
53																				
54	<b>3.2 HMIS Software Installation &amp; Setup</b>	<b>9 days</b>	<b>12/17/03</b>	<b>12/29/03</b>																
55	3.2.1 Install HMIS software on servers	2 days	12/17/03	12/18/03																
56	3.2.2 Setup HMIS parameters and options	5 days	12/19/03	12/25/03																
57	3.2.3 Setup initial security	2 days	12/26/03	12/29/03																
58	3.2.4 Configure training site	2 days	12/26/03	12/29/03																
59	3.2.5 Configure live site	2 days	12/26/03	12/29/03																
60	<b>3.3 Data Conversion</b>	<b>16 days</b>	<b>12/30/03</b>	<b>1/20/04</b>																
61	<b>3.3.1 I&amp;R Data</b>	<b>12 days</b>	<b>12/30/03</b>	<b>1/14/04</b>																
62	3.3.1.1 Determine data elements to convert	2 days	12/30/03	12/31/03																
63	3.3.1.2 Determine extraction criteria	2 days	1/1/04	1/2/04																
64	3.3.1.3 Obtain extracted data from CI&R	5 days	1/5/04	1/9/04																
65	3.3.1.4 Import into HMIS	1 day	1/12/04	1/12/04																
66	3.3.1.5 Test converted I&R data	2 days	1/13/04	1/14/04																
67	<b>3.3.2 Client Data (legacy systems)</b>	<b>16 days</b>	<b>12/30/03</b>	<b>1/20/04</b>																
68	3.3.2.1 Determine agencies that may have client data conversion need	1 day	12/30/03	12/30/03																
69	3.3.2.2 Determine whether to do automated conversion or rekey histori	1 day	12/31/03	12/31/03																
70	3.3.2.3 Determine complexity of automated data conversions	1 day	1/1/04	1/1/04																
71	3.3.2.4 Map data needed	5 days	1/2/04	1/8/04																
72	3.3.2.5 Develop data conversion programs	6 days	1/9/04	1/16/04																
73	3.3.2.6 Test conversions	2 days	1/19/04	1/20/04																
74																				
75	<b>4 System Administrator Training</b>	<b>12 days</b>	<b>12/8/03</b>	<b>12/23/03</b>																
76	4.1 Identify System Administrators for Training	1 day	12/8/03	12/8/03																
77	4.2 Schedule Training	1 day	12/8/03	12/8/03																
78	4.3 Conduct Training	2 days	12/22/03	12/23/03																
79																				
80	<b>5 Help Desk Implementation</b>	<b>12 days</b>	<b>12/1/03</b>	<b>12/16/03</b>																

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81	5.1 Determine help desk requirements (staffing, hours, response times)	3 days	12/1/03	12/3/03			0%											
82	5.2 Setup toll-free phone number	2 days	12/4/03	12/5/03			0%											
83	5.3 Setup help desk email account	2 days	12/4/03	12/5/03			0%											
84	5.4 Setup new database in help desk tracking software	5 days	12/4/03	12/10/03			0%											
85	5.5 Develop help desk support flyers	2 days	12/15/03	12/16/03			0%											
86	5.6 Determine level 1 vs. level 2 support issues	2 days	12/15/03	12/16/03			0%											
87																		
88	<b>6 Training Strategy</b>	<b>42 days</b>	<b>12/1/03</b>	<b>1/27/04</b>														0%
89	6.1 Determine training approaches	5 days	12/1/03	12/5/03			0%											
90	6.2 Determine training classroom location(s)	2 days	12/8/03	12/9/03			0%											
91	6.3 Coordinate training schedules with Maricopa HMIS training	2 days	12/10/03	12/11/03			0%											
92	6.4 Schedule trainings	2 days	12/12/03	12/15/03			0%											
93	6.5 Develop/customize training manuals	15 days	1/5/04	1/23/04							0%							
94	6.6 Determine strategies for advanced/refresher/followup trainings	2 days	1/26/04	1/27/04							0%							
95																		
96	<b>7 Group 1 Implementation (3 Flagstaff Sites)</b>	<b>49 days</b>	<b>12/1/03</b>	<b>2/5/04</b>														0%
97	<b>7.1 Agency Readiness</b>	<b>10 days</b>	<b>12/1/03</b>	<b>12/12/03</b>			0%											
98	7.1.1 Initial Provider on site visit	3 days	12/1/03	12/3/03			0%											
99	<b>7.1.2 Agency Documentation</b>	<b>7 days</b>	<b>12/4/03</b>	<b>12/12/03</b>			0%											
100	7.1.2.1 Agency, Program, Shelter and Staff Profiles	7 days	12/4/03	12/12/03			0%											
101	7.1.2.2 Agency Hardware Inventory	7 days	12/4/03	12/12/03			0%											
102	7.1.2.3 Agency Internet Connectivity Review	7 days	12/4/03	12/12/03			0%											
103	7.1.2.4 Populate training site with provider data	7 days	12/4/03	12/12/03			0%											
104	<b>7.2 Agency Training</b>	<b>21 days</b>	<b>1/5/04</b>	<b>2/2/04</b>														0%
105	7.2.1 Agency Administrator basic use classroom training	2 days	1/5/04	1/6/04							0%							
106	7.2.2 Staff basic use classroom training	3 days	1/26/04	1/28/04							0%							
107	<b>7.2.3 On-site follow-up training</b>	<b>3 days</b>	<b>1/29/04</b>	<b>2/2/04</b>														0%
108	7.2.3.1 Agency Administrator on-site setup training	1 day	1/29/04	1/29/04							0%							
109	7.2.3.2 On-site all staff training	1 day	1/30/04	1/30/04							0%							
110	7.2.3.3 On-site evaluation and workflow analysis	1 day	2/2/04	2/2/04							0%							
111	<b>7.3 Go Live</b>	<b>4 days</b>	<b>2/2/04</b>	<b>2/5/04</b>														0%
112	7.3.1 Providers Begin Using System	1 day	2/2/04	2/2/04							0%							
113	7.3.2 Provider Review	3 days	2/3/04	2/5/04							0%							
114																		
115	<b>8 Group 2 Implementation</b>	<b>37 days</b>	<b>2/16/04</b>	<b>4/6/04</b>														0%
116	<b>8.1 Agency Readiness</b>	<b>10 days</b>	<b>2/16/04</b>	<b>2/27/04</b>														0%
117	8.1.1 Initial Provider on site visit	3 days	2/16/04	2/18/04							0%							
118	<b>8.1.2 Agency Documentation</b>	<b>7 days</b>	<b>2/19/04</b>	<b>2/27/04</b>														0%
119	8.1.2.1 Agency, Program, Shelter and Staff Profiles	7 days	2/19/04	2/27/04							0%							
120	8.1.2.2 Agency Hardware Inventory	7 days	2/19/04	2/27/04							0%							









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				2005												2006												2007								
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				

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				2005												2006												2007				
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<div style="display: flex; flex-direction: row;"> <div style="width: 10%; border-right: 1px solid black; padding-right: 5px;">  0%   0%    0%   0%                 </div> <div style="width: 90%; border-left: 1px dashed black; border-right: 1px dashed black; border-bottom: 1px dashed black;"></div> </div>																																