

# Status report: Travis County HHS BPA Project

As of April 1- 30<sup>th</sup>



## Summary and Key Accomplishments

- Developed all HHS flows for stakeholder review
- Facilitated deliverable expectations session for Business Process Review and Documentation Sense phase deliverable
- Developed Current-State Insight Report
- Continued utilizing collaborative virtual tools with HHS staff to complete milestones

## Open Decisions and Pending Items

## Actions and Next Steps

- Complete remaining current state business process flow review sessions
- Distribute current-state snapshot to wider HHS audience
- Finalize and submit the Business Process Review and Documentation Deliverable
- Launch Project Governance and plan Ambitions Lab

### Completed Milestones

Work Thread	Status	Actions Completed	Risks
<b>Project Management</b>		<ul style="list-style-type: none"> <li>• Discussed and confirmed deliverable expectations and submission for Sense phase</li> <li>• Continued to update and add documentation to project <a href="#">SharePoint</a></li> <li>• Began planning Aspire phase activities</li> </ul>	<a href="#">Possible Delays Due to COVID-19</a>
<b>Business Process Assessment</b>		<ul style="list-style-type: none"> <li>• Continued current state sessions (17) with divisional work groups; 2 sessions remain to complete deliverable</li> <li>• Facilitated initial review sessions with key stakeholders and Super Users</li> <li>• Issued business process flows and documentation iteratively to be reviewed and approved by HHS workgroups</li> </ul>	N/A
<b>System Discovery</b>		<ul style="list-style-type: none"> <li>• Analyzed existing CABA documentation and explored HHS systems</li> <li>• Met with CABA vendor to discuss functionality and technical details of the CAPTAIN solution</li> <li>• Began capturing and compiling data elements and reporting requirements for HHS systems</li> </ul>	N/A
<b>Service Design</b>		<ul style="list-style-type: none"> <li>• Completed additional interviews with HHS divisional staff</li> <li>• Continued research synthesis from all three work threads and developed HHS modes, mindsets, and journeys (captured in Current-State Insight Report)</li> <li>• Developed and shared current-state snapshot placemat with Sherri Fleming and Center Managers</li> </ul>	N/A

### Upcoming Milestones

Activity / Deliverable Name	Due Date	Status	Next Steps	Risks
Business Process Flows	5/08/20		Finalize process maps and submit for approval as part of Process Review & Documentation (Task 1)	N/A
Current-State Insight Report	5/08/20		Finalize report content and submit for approval as part of Process Review & Documentation (Task 1)	N/A

On-track  
 Off-track  
 At risk  
 Not started  
 Complete