

Status report: Travis County HHS BPA Project

As of September 1 – 30th



Summary and Key Accomplishments

- Finalized and submitted the Efficiency Assessment & Future-State Recommendations deliverable
- Entered Decide phase and conducted initial sessions
- Continued drafting the Data Mapping & Reporting Requirements deliverable
- Continued identification and assessment of key ECMS requirements

Open Decisions and Pending Items

Actions and Next Steps

- Conduct remaining data elements and requirements gathering sessions
- Finalize the Data Mapping & Reporting Requirements deliverable
- Draft the ECMS System Requirements deliverable

Completed Activities

Work Thread	Status	Actions Completed	Risks
Project Management		<ul style="list-style-type: none"> • Planned and initiated the Decide phase schedule, activities, and meetings • Updated and added documentation to project SharePoint as needed • Finalized and submitted the Efficiency Assessment & Recommendations • Continued drafting the Data Elements & Reporting Requirements deliverable • Reviewed governance framework, potential participants, and discussed rollout plan 	N/A
Business Process Assessment		<ul style="list-style-type: none"> • Synthesized all research and incorporated into the Efficiency Assessment & Future-State Recommendations deliverable • Assessed current-state findings against future-state recommendations to align with HHS goals and priorities as part of the Efficiency Assessment & Future-State Recommendations deliverable 	N/A
System Discovery		<ul style="list-style-type: none"> • Captured data elements and reporting requirements for HHS systems • Developed materials and scheduled sessions to gather ECMS requirements for the Decide phase • Continued SME engagement and research to identify best practices for ECMS functionality 	N/A
Service Design		<ul style="list-style-type: none"> • Began aligning planned ECMS system functionality with program delivery and service design • Began identifying opportunities to design components of ECMS to align with worker modes and mindsets 	N/A

Upcoming Milestones

Activity / Deliverable Name	Date	Status	Next Steps	Risks
Data Mapping & Reporting Requirements (Task 2)	Tentative 11/13/20		Continue to develop deliverable document with content based on output from Decide activities	N/A
System Requirements & Design Document (Task 4)	Tentative 11/13/20		Continue to develop deliverable document with content based on output from Decide activities	N/A