

Status report: Travis County HHS BPA Project

As of October 1– 31st



Summary and Key Accomplishments

- Finalized and submitted the Data Mapping and Reporting Requirements Report and Spreadsheet deliverables
- Continue conducting Decide phase discovery sessions
- Continued identification and assessment of key ECMS requirements
- Began drafting the ECMS Requirements deliverable (report and spreadsheets)

Open Decisions and Pending Items

Actions and Next Steps

- Conduct remaining requirements gathering and prioritization sessions
- Finalize and submit the ECMS Requirements Report deliverable
- Facilitate project closeout session and complete all closeout activities

Completed Activities

Work Thread	Status	Actions Completed	Risks
Project Management		<ul style="list-style-type: none"> • Updated and implemented the Decide phase schedule, activities, and meetings • Updated and added documentation to project SharePoint as needed • Finalized and submitted the Data Mapping and Reporting Requirements deliverable • Continued drafting the ECMS Requirements Report deliverable • Reviewed governance framework, potential participants, and discussed rollout plan • Begin planning and scheduling project closeout activities 	N/A
Business Process Assessment		<ul style="list-style-type: none"> • Analyzed business process findings and recommendations in order to align with ECMS requirements • Assessed Decide, Aspire, and Sense phase observations and recommendations against HHS goals and challenges to guide Decide phase deliverables 	N/A
System Discovery		<ul style="list-style-type: none"> • Finalized all data elements and reporting requirements for HHS programs • Conducted 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"> • Continued aligning planned ECMS system functionality with program delivery and service design • Further identified design opportunities for ECMS components that align with worker modes and mindsets 	N/A

Upcoming Milestones

Activity / Deliverable Name	Date	Status	Next Steps	Risks
ECMS Requirements Report (Task 4)	Tentative 11/13/20		Continue to deliverable development based on Discovery sessions and synthesizing outputs across the Decide, Aspire, and Sense phases	N/A
Project Closeout	Tentative 11/19/20		Conduct deliverable and requirements review sessions with Deloitte and HHS stakeholders	N/A