Status report: Travis County HHS BPA Project

As of November 1 – 20th

Summary and Key Accomplishments	Open Decisions and Pending Items	Actions and Next Steps
• Finalized and submitted the ECMS Requirements deliverable (report & spreadsheet) • Continued Decide phase and conducted discovery sessions • Continued identifying, assessing, and prioritizing ECMS requirements • Completed Decide phase and conducted project closeout session		

Completed Activities

Work Thread	Status	Actions Completed	Risks
Project Management		• Updated and implemented the Decide phase schedule, activities, and meetings • Updated and added documentation to project SharePoint as needed • Finalized and submitted the ECMS Requirements Report & Spreadsheet • Reviewed governance framework, potential participants, and discussed rollout plan • Scheduled and conducted project closeout activities	N/A
Business Process Assessment		• 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 and complete Decide phase deliverables	N/A
System Discovery		• Finalized ECMS requirements for HHS programs • Conducted sessions to prioritize ECMS requirements for the Decide phase • Continued SME engagement and research to identify best practices for ECMS functionality	N/A
Service Design		• Aligned planned ECMS system functionality with program delivery and service design • Outlined identified ECMS components and demonstrated their alignment with worker modes and mindsets	N/A

Completed Milestones

Activity / Deliverable Name	Date	Status	Description	Risks
ECMS Requirements Report & Spreadsheet (Task 4)	11/17/20		Submitted/uploaded to SharePoint and awaiting formal approval	N/A
Project closeout	11/19/20		Closeout session facilitated and deck uploaded to SharePoint	N/A

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On-track Off-track At risk Not started Complete