## **TIMELINE**

## **KAISER PERMANENTE**

## End to End RFP Process Efficiency Review

M1 Milestone 1: Preliminary Project Plan (ETA: 10/9/2009)
M2 Milestone 2: Final Project Plan (ETA: 10/23/2009)
M3 Milestone 3: Process Improvement, Training and Communication Tools (ETA: 12/4/2009)
M4 Milestone 4: Project Evaluation Survey (ETA: 12/18/2009)

			9/21 - <b>10/9</b>	10/12 - <b>10/2</b> 3	10/12 - 10/23  10/19 - 10/3( 11/6 11/13 11/20 11/27 12/4 12/1							
ase	Stage	Task/Deliverable	3 weeks	2 weeks	2 weeks	1	2	3	4	5	6	7
	0	Preparing for Launch										
	_	Frame Benefits and Problem										
		Define benefits to organization										
		Articulate problem to be solved										
		Define Project										
		Define project scope and approach										
		Identify key goals, milestones and deliverables										
о Е		Define Decision-making Roles										
<u>a</u>		Form QA project team										
<u> </u>		Kickoff Prep Meeting										
		Nickoli Frep Meeting										
	1	Kickoff										
		Discuss roles, project structure, responsibilities,										
		assumptions and expectations										
		Ensure sponsor and team buy-in										
		Discuss and agree on Preliminary Project Plan										
	_											
_	2	Discovery & Planning										
		Create realistic, achievable plan that meets sponsor expectations										
		Plan and secure required resources										
		Research and analysis										
<u>~</u>		Review Ohio RFP Checklist										
<u>a</u>		Conduct interviews										
		Obtain feedback from QA Project Team and Management Team										
		Prioritization of possible areas of focus										
		Finalize Project Plan										
		Sponsor approves Final Project Plan										
	3	Monitoring										
		Project Plan										
<u>o</u>		Monitor and control actual progress against the Project Plan										
р О		Manage required resources										
_		Design Tools and Documents										
itor les ges		Draft 2 - 3 process improvement tools										
A Loren		Draft 2 - 3 training/communication tools										
Execute & Man Track progress; monitor and handle risks, issues and proposed changes	4	Delivery										
gree e ris		Development										
programatic		Refine process improvement and training/communication tools										
, X E E		Produce final versions of process improvement tools Produce final versions of training/communication tools										
ar ar ar		Testing										
re		Perform a "dry run" of proposed process improvement changes										
	5	Assessment and Closing										
<u> </u>	-	Deliver finished documents										
<u> </u>		Incorporate process improvement changes into our dept. processe	S									
s t		Close the project										
		Release project resources										
		Conduct Project Evaluation Survey										
-		Capture lessons learned										
			M1	M2	1				г	M3		Г