

Project Phases

1. Project Initiation/Planning
2. Requirements
3. Design
4. Configuration
5. Test/QA
6. Deployment/Cutover
7. Project Close

VPMA will provide a project plan and allocate resources for this project prior to the kick-off meeting with the State of Indiana. VPMA and the State of Indiana will conduct a series of workshops to gather requirements and finalize the design of the new system.

After the requirements and design is signed off, VPMA and the state of Indiana will start the configuration and conversion work needed to migrate over to the new solution. VPMA will assist in training and provide guidance in the migration effort to the State of Indiana project team and management team where appropriate.

After the configuration and conversion work is completed, VPMA and the State of Indiana project team will conduct a series of tests to ensure that the new solution is working appropriately. Any discrepancies will be resolved prior to cut-over. Once the migration is completed, VPMA will review the project deliverables with the State of Indiana prior to final signoff and project closeout.

B. Project Management

The Contractor shall have a detailed project management process that includes, at a minimum, the following sub-processes:

i. Scope Management

- A project scope statement and deliverables list will be agreed upon by VPMA and the State of India during the project planning and preparation.
- After deliverables are completed VPMA will require signoff/acceptance from the State of Indiana.
- Any change request will need to be approved by VPMA and the State of Indiana before being added to the project changelog and deliverables list.

ii. Time Management

- VPMA will provide a project plan to the State of Indiana during project kick-off.
- VPMA will review the project plan with the State of Indiana during the weekly cadence call and discuss issues that may affect the planned delivery date.
- Any change request will need to be signed off by VPMA and the State of Indiana prior to updating the project plan.

iii. Cost Management

- VPMA will provide a weekly export of the cost associated with each activity identified within the project plan.
- Any change requests will need to be signed off by VPMA and the State of Indiana prior to updating the project plan.

iv. Quality Management

- VPMA and the State of Indiana will agree upon a test plan prior to UAT(User Acceptance Test).
- Any discrepancies will need to be resolved prior to deployment and project closeout.

v. Change Control and Management

- All change requests will need to be approved by VPMA and the State of Indiana.
- All approved changes will need to be logged in the changelog and project deliverables list. If needed, the project plan and budget will be updated accordingly.

vi. Deliverable Development, Review and Approval

- During the project planning/preparation stage, VPMA and the State of Indiana will agree upon a list of deliverables that will be completed.
- After each deliverable is completed, VPMA will request sign-off by the State of Indiana prior to moving into the next phase of the project.
- After deployment, VPMA will review the deliverables list with the State of Indiana before requesting final signoff before project closeout.

vii. Communication Management

- VPMA will provide a weekly dashboard to the State of Indiana and discuss the timeline, issues, and risks during the weekly cadence call.

viii. Issue Management

- VPMA will provide a weekly dashboard to the State of Indiana and discuss the timeline, issues, and risks during the weekly cadence call.

ix. Risk Management

- VPMA will provide a weekly dashboard to the State of Indiana and discuss the timeline, issues, and risks during the weekly cadence call.

x. Analytics Plan

- VPMA will provide a weekly export of the project schedule and cost year to date. This will include a burndown chart with the variances to the project cost and schedule.