

Monthly Status Report

caEHR Deployment Support

Task Order Number 29XS233STO2
Basic Order Agreement 29XS233

March 2010

Booz Allen Hamilton
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4/10/2010
Updated 4/20/2010
Updated 6/25/2010

**Monthly Status Report
caEHR Deployment Support- 29XS233STO2
March 2010**

March Personnel Roster

Name	Title/Role	Contact Information
David Wu	Deployment Discipline Team POC	wu_david@bah.com
Mary Greene	Clinical / Scientific Oversight	greene_mary@bah.com
Alex Miroff	Deployment Discipline Lead	miroff_aleksey@bah.com
Kathryn Schulke	Cancer Clinical & Operations SME	schulke_kathryn@bah.com
James Payton	Assurance Manager	payton_james@bah.com

Technical Status Overview

During March 2010, the caEHR Deployment Support team:

1. Participated in initial caEHR planning sessions with PMO leads, the COTR and DSLs
2. Identified key personnel, began integrating our DSL with other workstream activities, and developed plans to onboard the broader deployment team
3. Developed a high level deployment approach, work plan and general deployment strategy
4. Initiated discussions with Brenda Duggan around engaging NCCCP sites once identified
5. Reviewed the CFSS document and draft analysis use cases

Description of Work Completed During the Month

External Meetings

Date	Topic	Project Attendees (Optional)
03/19/2010	Communication for NCCCP RFP awards	Brenda Duggan (NCI), et al.
03/02-03/05/2010	Participation in DSL planning sessions	PMO Leads, COTR, Discipline Leads

Technical Progress

Activity	Description
Deployment approach document creation	A draft of the deployment approach outline was created
Communicate with NCCCP sites	A draft of the initial communication document was created to be sent to designated NCCCP site when chosen
Creation of caEHR Deployment Wiki page	A Deployment wiki page was created to facilitate communication with external teams

Monthly Status Report
caEHR Deployment Support- 29XS233STO2
March 2010

Review of CFSS document	Review Architect team's CFSS document
Analysis of Use Cases	Review of Analysis team's draft Use Cases

Describe each discrete activity on which work was performed during the month. When the activity encompasses work on a discrete task (see below), explicitly identify the task and task number.

Task Status

Task	Status (% completed)	Comments
Project management plan	50%	Will be completed in April
Monthly status report	100%	March report
Participation in DSL planning session 3/2-3/5/2010	100%	
Participation in daily development scrum	100%	
Participation in weekly DSL meeting	100%	
Development of draft Deployment approach	10%	

This section should include description of the current status for each task.

**Monthly Status Report
caEHR Deployment Support- 29XS233STO2
March 2010**

Work Planned for Next Month

Activity	Description
Update draft Deployment approach document 10-ST1013-D11	Update draft deployment approach focusing on initial site visit and readiness assessment approach
Participate in all required caEHR meetings	These meeting include weekly DSL meetings and daily development scrums
Update Project Management Plan 10-ST1013-D01	Develop narrative for Project Management plan and further develop project schedule through May 31, 2010 activities
Standup core deployment team and initiate on-boarding process	Establish access to online resources, include on list serve, initiate badging for those who need it, etc.
Integrate team into other workstream activities	Engage health IT SME and lead into standing meetings with other workstreams
Communication within caEHR team	Develop communication within the caEHR team
Analyze Use Cases	The development business Use Cases will be analyzed
Initiate communications with awarded NCCCP sites 10-ST1013-D10	Develop and send (through SAIC-F) and draft introductory letter to NCCCP sites
Conduct joint kick-off with awarded NCCCP sites	Schedule, prepare kick-off materials including presentation deck, conduct meeting
Create site visit plan and data capture instruments	Create site visit plan template, review existing NCCCP environment data, develop pre-kick off (site specific kick-off) survey instrument and other preparatory materials, draft framework for site assessment
Development maturity model	Framework, Model and Requirements
Define strategy and tools for pre-site visit assessment	Define goals, assessment strategy, assessment criteria and risks/profile
Initial preparation for site-specific kick-off meetings	Prepare for and conduct site-specific conference calls to plan site visits, draft needed communications, identify participants, etc.
Outline vendor engagement plan and analysis	As stated
Initiate vendor analysis	Conduct review of vendor products and capabilities

**Monthly Status Report
caEHR Deployment Support- 29XS233STO2
March 2010**

Risks and Mitigation

Risk	Severity	Mitigation Approach	Severity Post-Mitigation
Large institution EHR deployment approaches do not match requirements of the community setting.	High	Selection of MAeHC, an organization with extensive experience with the community practice setting. Direct feedback from participating NCCCP sites.	Low
Deployment activities do not effectively engage a complex software development effort.	High	Incorporation of personnel and organizations with experience with NCI-CBIT software development processes and procedures.	Low
Development timeline delays negatively impact Deployment timelines.	High	Flexibility of the caEHR Deployment Team to support multiple deployments later in the period of performance if required.	Medium
caEHR features result in changes to practice operations that are not accepted by all practitioners, and as a result caEHR falls out of use.	High	Review of deployment plans with change experts. Monitoring of post-deployment usage to identify root causes of adoption failures.	Low
NCCCP sites lack the resources or Infrastructure needed to install tools in a timely manner.	High	Early identification of implementation resource gaps via assessments conducted in the inception phase and deployment plan reviews, allowing time for securing additional resources, use of 'Swat Teams'. Engagement of EHR vendors already working with NCCCP sites.	Medium
Regulatory and privacy concerns prevent data sharing.	High	Active engagement with community groups, patient advocates, and early implementation of data sharing plans.	Low
Requirements for caEHR adoption significantly differ from ASCO/NCI agreed functional profiles.	High	Early identification of interoperability requirements, allowing development teams and SAIC-Frederick/NCI with sufficient time to address scope changes.	Low
Other projects involving NCCCP sites diverts the sites' attention from the caEHR deployment or causes confusion about project requirements (e.g., the various outcomes projects). Both scenarios may cause delays in the caEHR Deployment project.	High	Establish ongoing communications with sites to surface issues, incorporate caEHR joint meetings into existing schedule of joint NCCCP calls for other projects, optimize use of web conferencing.	Medium
Insufficient communication between caEHR Deployment Team and other Streams negatively impacts hand-offs and delays feedback	High	Establish caEHR Deployment Team liaisons to other streams, attending other stream meetings, conducting working sessions with other streams as needed.	Low

**Monthly Status Report
caEHR Deployment Support- 29XS233STO2
March 2010**

Status of Deliverables

Deliverable/Milestones	Delivery Date	Status
10-ST1013-D01 Project Management Plan	April, 2010	Ongoing
10-ST1013-D02 Monthly Status Report	April 10, 2010	Complete
10-ST1013-D04 Site Requirements and Use Cases	May 31 st , 2010	
10-ST1013-D05 Deployment Site Surveys	May 31 st , 2010	
10-ST1013-D06 First draft of the site deployment plan	May 31 st , 2010	
10-ST1013-D07 Deployment site installation report	Sometime after May 31 st , 2010	
10-ST1013-D08 User Acceptance Test report for specific sites	Sometime after May 31 st , 2010	
10-ST1013-D09 First draft of caEHR Training Material	May 31 st , 2010	

For the first month, include all deliverables and milestones for the entire project. For subsequent months, update as necessary and highlight any changes from the previous month. Add rows as needed.

Actions and Issues

Actions	Issues
See Technical Progress section	

External Dependencies

Dependency	Date	Status	Comments
NCCCP site awards	4/15/2010	On target	Deployment team requires site selection to move forward
Development timeline		On target	A change in the development timeline will affect the Deployment timeline

Monthly Status Report
caEHR Deployment Support- 29XS233STO2
March 2010

NCCCP site resources		Unknown	The deployment to NCCCP sites with insufficient resources could affect the timeline
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Note anything that the project needs from external sources and the status. This includes all interproject dependencies, government-furnished information/equipment, decisions, etc. Add rows as needed.

Additional Reporting

Use this section to report anything important not reported above.