

23-74658 Att F14 Transition Plan

IN.gov Program New Requirements Transition Plan					Q2			Q3			Q4		
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	IN.gov Program New Requirements Transition Plan	177d	04/08/24	12/10/24									
2	Initiation	21d	04/08/24	05/06/24									
3	Execute Project Kickoff Meeting	1d	04/08/24	04/08/24									
4	Draft Detail Transition Plan document	10d	04/09/24	04/22/24	3								
5	Complete Transition Plan with Major Milestones	10d	04/09/24	04/22/24	3								
6	Review Transition Plan document	5d	04/23/24	04/29/24	5								
7	Complete/Sign-off Transition Plan document	5d	04/30/24	05/06/24	6								
8	Team Structure Finalization	15d	05/07/24	05/27/24									
9	Review Team Structure	15d	05/07/24	05/27/24									
10	Execute Team Structure Meeting	15d	05/07/24	05/27/24									
11	Identify Project Stakeholders	1d	05/07/24	05/07/24	7								
12	Draft Agenda and Plan Meeting Strategy	1d	05/07/24	05/07/24	7								
13	Execute Meeting	1d	05/08/24	05/08/24	12								
14	Draft and Deliver Meeting Minutes	2d	05/09/24	05/10/24	13								
15	Analyze & Specify	11d	05/13/24	05/27/24									
16	Define and Model/Diagram Business Requirements	1d	05/13/24	05/13/24	14								
17	Finalize staff realignment	10d	05/14/24	05/27/24	16								
18	Realignment of Subscriber Revenue	45d	05/28/24	07/29/24									
19	Realignment of Subscriber Revenue Meeting	8d	05/28/24	06/06/24	17								
20	Draft Agenda & Plan Meeting Strategy (Subscriber Payments/Financial Changes)	1d	05/28/24	05/28/24	17								
21	Execute Meeting	5d	05/29/24	06/04/24	20								
22	Draft and Deliver Meeting Minutes	2d	06/05/24	06/06/24	21								
23	Outline Subscriber Payment Plans	30d	06/07/24	07/18/24									
24	Document new process - funds to the state moving forward	10d	06/07/24	06/20/24	22								
25	Document/Finalize communication to subscribers of changes (if applicable)	5d	06/21/24	06/27/24	24								
26	Finalize timeline for the transition	15d	06/28/24	07/18/24	25								
27	Subscriber Revenue Realignment Plans Review - Meeting	6d	07/19/24	07/26/24	26								
28	Draft Agenda & Plan Meeting Strategy (communications plan, timeline, etc.)	3d	07/19/24	07/23/24	26								
29	Execute Meeting	1d	07/24/24	07/24/24	28								
30	Draft and Deliver Meeting Minutes	2d	07/25/24	07/26/24	29								

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31	<input type="checkbox"/> Receive Final Approvals on Plan	1d	07/29/24	07/29/24	30									
32	Implement Subscriber Revenue Realignment plan	1d	07/29/24	07/29/24	30									
33	<input type="checkbox"/> Portal Tool Evaluation	116d	05/07/24	10/15/24										
34	Outline Portal Tools	25d	05/08/24	06/11/24	11									
35	<input type="checkbox"/> Review Portal Tools - Meeting 1	22d	05/07/24	06/05/24	7									
36	Draft Agenda & Plan Meeting Strategy (determine priority list for tool evaluation)	1d	05/29/24	05/29/24	20									
37	Execute Meeting	1d	06/05/24	06/05/24	21									
38	Draft and Deliver Meeting Minutes	2d	05/07/24	05/08/24										
39	<input type="checkbox"/> Research Portal Tools	47d	06/07/24	08/12/24	22									
40	Research each tool	45d	06/07/24	08/08/24	38									
41	Draft research results documentation	1d	08/09/24	08/09/24	40									
42	Schedule research review meeting	1d	08/12/24	08/12/24	41									
43	<input type="checkbox"/> Develop Migration Plan for All Selected Tools	35d	08/13/24	09/30/24										
44	Finalize all product selections (TBD)	15d	08/13/24	09/02/24	42									
45	Develop migration scheduled for all products	10d	09/03/24	09/16/24	44									
46	Obtain state approval of migration schedule	10d	09/17/24	09/30/24	45									
47	<input type="checkbox"/> Assumption of Third-Party Service Contracts	11d	10/01/24	10/15/24	46									
48	<input type="checkbox"/> Third-Party Review & Planning Meeting	4d	10/01/24	10/04/24	7									
49	Draft Agenda & Plan Meeting Strategy	1d	10/01/24	10/01/24	8									
50	Execute Meeting	1d	10/02/24	10/02/24	49									
51	Draft and Deliver Meeting Minutes	2d	10/03/24	10/04/24	50									
52	<input type="checkbox"/> Define third-party service contracts to assume	1d	10/07/24	10/07/24	51									
53	Document third-party service contracts to assume & associated dates	1d	10/07/24	10/07/24	51									
54	<input type="checkbox"/> Third-Party Contracts Review - Meeting	4d	10/08/24	10/11/24	53									
55	Draft Agenda & Plan Meeting Strategy (Third Party Contracts Details/Dates)	1d	10/08/24	10/08/24	53									
56	Execute Meeting	1d	10/09/24	10/09/24	55									
57	Draft and Deliver Meeting Minutes	2d	10/10/24	10/11/24	56									
58	<input type="checkbox"/> Finalize Third-Party Contracts Assumption PLa	2d	10/14/24	10/15/24	57									
59	Finalize Plan	1d	10/14/24	10/14/24	57									
60	Outline timeline based on tool contract dates	1d	10/15/24	10/15/24	59									
61	<input type="checkbox"/> SLA Review	29d	05/28/24	07/05/24	17									

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62	SLA Review - Meeting	23d	05/28/24	06/27/24	17									
63	Draft Agenda & Plan Meeting Strategy (SLA Evaluation Plan)	20d	05/28/24	06/24/24	17									
64	Execute Meeting	1d	06/25/24	06/25/24	63									
65	Draft and Deliver Meeting Minutes	2d	06/26/24	06/27/24	64									
66	Define standard operating procedures for various events within the new contract	1d	06/28/24	06/28/24	65									
67	Document updated standard operating procedures (review SLA requirements, associated actions to be taken, timeline to complete actions and subsequent tasks to be completed in compliance with the new contract)	1d	06/28/24	06/28/24	65									
68	SOP Review - Meeting	4d	07/01/24	07/04/24	67									
69	Draft Agenda & Plan Meeting Strategy (SLA Evaluation Plan)	1d	07/01/24	07/01/24	67									
70	Execute Meeting	1d	07/02/24	07/02/24	69									
71	Draft and Deliver Meeting Minutes	2d	07/03/24	07/04/24	70									
72	Finalize SOPs	1d	07/05/24	07/05/24	71									
73	Share final SOPs with Stakeholders	1d	07/05/24	07/05/24	71									
74	Reports Review & Planning	112d	07/08/24	12/10/24	73									
75	Reports Review & Planning Meeting	23d	07/08/24	08/07/24	66									
76	Draft Agenda & Plan Meeting Strategy (Outline Reports - New/Old)	20d	07/08/24	08/02/24	66									
77	Execute Meeting	1d	08/05/24	08/05/24	76									
78	Draft and Deliver Meeting Minutes	2d	08/06/24	08/07/24	77									
79	Define all reports with new contract	40d	08/08/24	10/02/24	78									
80	Document new reports requirements & changes to current reports	40d	08/08/24	10/02/24	78									
81	Reports Review - Meeting	4d	10/03/24	10/08/24	80									
82	Draft Agenda & Plan Meeting Strategy (Reports listed/Report Template(s) & review the new Tyler IN Reports Program)	1d	10/03/24	10/03/24	80									
83	Execute Meeting	1d	10/04/24	10/04/24	82									
84	Draft and Deliver Meeting Minutes	2d	10/07/24	10/08/24	83									
85	Finalize new reports/report program	45d	10/09/24	12/10/24	84									
86	Finalize Report Template	10d	10/09/24	10/22/24	84									
87	Get Final Report Template State Approvals	25d	10/23/24	11/26/24	86									
88	Obtain state approval of migration schedule	10d	11/27/24	12/10/24	87									