

OEBB Pre-Implementation Workplan - December 13, 2007

Attachment 3

ID	Task Name	Duration	Start	Finish	Predecessors	Responsibility	Completed
1	Overall Pre-Implementation Project	309 days	Thu 8/9/07	Tue 10/14/08			
2	Establish and Manage Project/Work Plan (3.1)	206 days	Thu 8/9/07	Thu 5/22/08		All	X
3	Review/summarize SB 426 requirements	1 day	Thu 8/9/07	Thu 8/9/07		All	X
4	Kickoff Meeting: August 9	1 day	Thu 8/9/07	Thu 8/9/07		All	X
5	Introductions	1 day	Thu 8/9/07	Thu 8/9/07		All	X
6	Review of project milestones	1 day	Thu 8/9/07	Thu 8/9/07		All	X
7	Discuss high-level program design/funding	1 day	Thu 8/9/07	Thu 8/9/07		All	X
8	Discuss workgroups	1 day	Thu 8/9/07	Thu 8/9/07		All	X
9	Board Meeting: August 23	1 day	Thu 8/23/07	Thu 8/23/07		All	X
10	Review/approve revised workplan	1 day	Thu 8/23/07	Thu 8/23/07		All	X
11	Discuss/form workgroups	1 day	Thu 8/23/07	Thu 8/23/07		All	X
12	Review self-insurance	1 day	Thu 8/23/07	Thu 8/23/07		All	X
13	Review stakeholders and communication needs	1 day	Thu 8/23/07	Thu 8/23/07		All	X
14	Review/approve approach for district info request	1 day	Thu 8/23/07	Thu 8/23/07		All	X
15	Board Meeting: September 13	1 day	Thu 9/13/07	Thu 9/13/07		All	X
16	Review options for comparability	1 day	Thu 9/13/07	Thu 9/13/07		All	X
17	Review instrument for surveying districts for plan and enrollment	1 day	Thu 9/13/07	Thu 9/13/07		All	X
18	Review high-level communication plan	1 day	Thu 9/13/07	Thu 9/13/07		All	X
19	Board Retreat: September 14	1 day	Fri 9/14/07	Fri 9/14/07		All	X
20	Team formation	1 day	Fri 9/14/07	Fri 9/14/07		All	X
21	Determine decision-making process	1 day	Fri 9/14/07	Fri 9/14/07		All	X
22	Board Meeting: September 27	1 day	Thu 9/27/07	Thu 9/27/07		All	X
23	Initial workgroup meetings	1 day	Thu 9/27/07	Thu 9/27/07		All	X
24	Approve approach to comparability	1 day	Thu 9/27/07	Thu 9/27/07		All	X
25	Workgroup updates as needed	1 day	Thu 9/27/07	Thu 9/27/07		All	X
26	Additional Workgroup meetings/teleconference calls	11 days	Thu 9/27/07	Thu 10/11/07		WG	X
27	Board Meeting: October 11	1 day	Thu 10/11/07	Thu 10/11/07		All	X
28	Review and discuss preliminary findings from district info request	1 day	Thu 10/11/07	Thu 10/11/07		All	X
29	Review preliminary plan design slate for 10/1/08	1 day	Thu 10/11/07	Thu 10/11/07		All	X
30	Review temporary rules on comparability	1 day	Thu 10/11/07	Thu 10/11/07		All	
31	Workgroup updates	1 day	Thu 10/11/07	Thu 10/11/07		All	X
32	Board Meeting: October 25	1 day	Thu 10/25/07	Thu 10/25/07		All	X
33	Vote on temporary rules on comparability	1 day	Thu 10/25/07	Thu 10/25/07		All	
34	Review plan design slate for 10/1/08	1 day	Thu 10/25/07	Thu 10/25/07		All	X
35	Workgroup updates	1 day	Thu 10/25/07	Thu 10/25/07		All	X
36	ADM: prelim recommendation on admin options	1 day	Thu 10/25/07	Thu 10/25/07			X
37	CCM: prelim recommendation on CCM strategic plan	1 day	Thu 10/25/07	Thu 10/25/07			X
38	PD: prelim recommendation on plan design options	1 day	Thu 10/25/07	Thu 10/25/07			X
39	Q&D: prelim recommendation on plan design elements and RFP	1 day	Thu 10/25/07	Thu 10/25/07			X
40	Board Meeting: November 8	1 day	Thu 11/8/07	Thu 11/8/07		All	X

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ID	Task Name	Duration	Start	Finish	Predecessors	Responsibility	Completed
41	Report on testimony	1 day	Thu 11/8/07	Thu 11/8/07			X
42	Vote on plan design slate for 10/1/08	1 day	Thu 11/8/07	Thu 11/8/07		All	X
43	Workgroup updates	1 day	Thu 11/8/07	Thu 11/8/07			X
44	ADM: vote on admin model and member svcs model	1 day	Thu 11/8/07	Thu 11/8/07			X
45	CCM: recommendation on long-term CCM strategies, tactics and vehicles	1 day	Thu 11/8/07	Thu 11/8/07			X
46	PD/Q&D: final recommendation on RFP components	1 day	Thu 11/8/07	Thu 11/8/07			X
47	Eligibility, rate structure and optout discussion	1 day	Thu 11/8/07	Thu 11/8/07			X
48	Board Meeting: November 29	1 day	Thu 11/29/07	Thu 11/29/07		All	X
49	Discuss comments received on plan designs	1 day	Thu 11/29/07	Thu 11/29/07			X
50	Discuss number of plan options per employee group	1 day	Thu 11/29/07	Thu 11/29/07			X
51	RFP overview of structure, process and Board participation	1 day	Thu 11/29/07	Thu 11/29/07			X
52	Review proposed permanent administrative rules on eligibility	1 day	Thu 11/29/07	Thu 11/29/07			X
53	Discuss optout provisions	1 day	Thu 11/29/07	Thu 11/29/07			X
54	Workgroup updates	1 day	Thu 11/29/07	Thu 11/29/07			X
55	ADM: Final recommendation on customer service model	1 day	Thu 11/29/07	Thu 11/29/07			X
56	CCM: report and final recommendation for long-term communications plan	1 day	Thu 11/29/07	Thu 11/29/07			X
57	PD: Final recommendations on life, disability and AD&D	1 day	Thu 11/29/07	Thu 11/29/07			X
58	Board Meeting: December 13	1 day	Thu 12/13/07	Thu 12/13/07		All	
59	Board approval of Staff recommended RFP pending DOJ approval	1 day	Thu 12/13/07	Thu 12/13/07			
60	Board Meeting: January 10	1 day	Thu 1/10/08	Thu 1/10/08		All	
61	Board Meeting: January 24	1 day	Thu 1/24/08	Thu 1/24/08		All	
62	Board Meeting: February 14	1 day	Thu 2/14/08	Thu 2/14/08		All	
63	Board Meeting: February 28	1 day	Thu 2/28/08	Thu 2/28/08		All	
64	Preliminary RFP update to Board	1 day	Thu 2/28/08	Thu 2/28/08			
65	Board Meeting: March 13	1 day	Thu 3/13/08	Thu 3/13/08		All	
66	Board Meeting: March 27	1 day	Thu 3/27/08	Thu 3/27/08		All	
67	Board Meeting: April 10	1 day	Thu 4/10/08	Thu 4/10/08		All	
68	Board Meeting: April 24	1 day	Thu 4/24/08	Thu 4/24/08		All	
69	Board Meeting: May 8	1 day	Thu 5/8/08	Thu 5/8/08		All	
70	Board Meeting: May 22	1 day	Thu 5/22/08	Thu 5/22/08		All	
71							
72	Identify the preferred method of administering OEBB at implementation (ADM WG)	31 days	Thu 9/27/07	Thu 11/8/07		ADM	
73	Workgroup meetings	31 days	Thu 9/27/07	Thu 11/8/07	8	ADM	X
74	Review current administration issues	31 days	Thu 9/27/07	Thu 11/8/07		ADM	X
75	Present recommended approach to the Board	31 days	Thu 9/27/07	Thu 11/8/07		ADM	X
76	Develop change management work plan (COM WG)	31 days	Thu 9/27/07	Thu 11/8/07		CCM	
77	Workgroup meetings	11 days	Thu 9/27/07	Thu 10/11/07	73SS	CCM	X
78	Identify parties of interest and communication needs	11 days	Thu 9/27/07	Thu 10/11/07	73SS	CCM	X
79	Present recommendations to the Board	31 days	Thu 9/27/07	Thu 11/8/07	73SS	CCM	X
80	Bring recommended plan design offerings to Board for review/approval (PD WG)	31 days	Thu 9/27/07	Thu 11/8/07		PD	

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ID	Task Name	Duration	Start	Finish	Predecessors	Responsibility	Completed
81	Gather data and review comparability	21 days	Thu 9/27/07	Thu 10/25/07		PD	X
82	Workgroup meetings	21 days	Thu 9/27/07	Thu 10/25/07		PD	X
83	Review high-level options for structure/rating	21 days	Thu 9/27/07	Thu 10/25/07		PD	X
84	Present recommendations to the Board	31 days	Thu 9/27/07	Thu 11/8/07		PD	X
85	Recommend health and quality program requirements for initial RFP (Q&E WG)	31 days	Thu 9/27/07	Thu 11/8/07		Q&D	
86	Workgroup meetings	31 days	Thu 9/27/07	Thu 11/8/07		Q&D	X
87	Development of short-term recommendations	31 days	Thu 9/27/07	Thu 11/8/07		Q&D	X
88							
89	Gather Employee Benefit Coverage Information from Districts (3.2)	91 days	Thu 8/9/07	Thu 12/13/07			
90	Determine definition of comparability	1 day	Thu 9/13/07	Thu 9/13/07	15FS-1 day	OEBB	X
91	Review design options	6 days	Thu 8/9/07	Thu 8/16/07	7FS-1 day	OEBB	X
92	Finalize District Information Request	5 days	Mon 9/17/07	Fri 9/21/07		Staff	X
93	Distribute District Information Request	1 day	Thu 10/4/07	Thu 10/4/07	92FS+8 days	Staff	X
94	Collect district information	5 days	Fri 10/5/07	Thu 10/11/07	93	WW	X
95	All District IR's Due	0 days	Thu 10/11/07	Thu 10/11/07	94	-	X
96	Review district information and summarize	6 days	Fri 10/12/07	Fri 10/19/07	95	WW	X
97	Develop draft program and design specifications (by coverage type)	6 days	Fri 10/12/07	Fri 10/19/07	96SS	WW	X
98	Develop summary of plan design alternatives/slate	6 days	Fri 10/12/07	Fri 10/19/07	96SS	WW	X
99	Medical/pharmacy	6 days	Fri 10/12/07	Fri 10/19/07		WW	X
100	Dental	6 days	Fri 10/12/07	Fri 10/19/07		WW	X
101	Long Term Care	6 days	Fri 10/12/07	Fri 10/19/07		WW	X
102	Life / AD&D	6 days	Fri 10/12/07	Fri 10/19/07		WW	X
103	Disability	6 days	Fri 10/12/07	Fri 10/19/07		WW	X
104	Review funding alternatives (insured, stoploss, etc.)	6 days	Fri 10/12/07	Fri 10/19/07	98SS	WW	X
105	Develop recommended rating approach (e.g., one pool, by area, etc.)	0 days	Fri 10/12/07	Fri 10/12/07	104SS	WW	
106	Review statewide costs by location	0 days	Fri 10/12/07	Fri 10/12/07	107	WW	X
107	Review district costs by size	0 days	Fri 10/12/07	Fri 10/12/07		WW	X
108	Meet with staff to review draft design specs	2 days	Fri 10/12/07	Mon 10/15/07	105	WW	X
109	Finalize recommended design specs	5 days	Tue 10/16/07	Mon 10/22/07	108	PD	X
110	Present draft design specs to Board for review and approval	1 day	Thu 10/25/07	Thu 10/25/07	109FS+2 days	PD	X
111	Present final design specs to Board for approval for medical, Rx, dental and vision	1 day	Thu 11/8/07	Thu 11/8/07		PD	X
112	Present final design specs to Board for approval for life, disability and LTC	1 day	Thu 12/13/07	Thu 12/13/07	111FS+24 days	PD	X
113							
114	Develop Cafeteria Plan (3.3)	39 days	Mon 12/3/07	Thu 1/24/08		WW	
115	Develop cafeteria plan specs with staff	2 days	Mon 12/3/07	Tue 12/4/07		WW	
116	Develop cafeteria plan document	25 days	Wed 12/5/07	Tue 1/8/08	115	ADM	
117	Determine cafeteria plan interface with districts (if needed)	2 days	Wed 1/9/08	Thu 1/10/08	116	ADM	
118	Obtain legal counsel review of cafeteria plan document	10 days	Fri 1/11/08	Thu 1/24/08	117	Staff	
119	Present cafeteria plan document to Board for approval	1 day	Thu 1/24/08	Thu 1/24/08	118FS-1 day	ADM	
120							

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ID	Task Name	Duration	Start	Finish	Predecessors	Responsibility	Completed
121	RFP Process for Employee Benefit Coverage (3.4)	140 days	Mon 10/29/07	Fri 5/9/08		Staff	
122	Kick off meeting to discuss RFP objectives and process	1 day	Mon 10/29/07	Mon 10/29/07	110FS-4 days	Staff/WW	X
123	Preparation for kickoff meeting	1 day	Mon 10/29/07	Mon 10/29/07		Staff/WW	X
124	Identify all coverages in need of RFP	1 day	Mon 10/29/07	Mon 10/29/07		Staff/WW	X
125	Discuss extent of vendor/service bundling desired	1 day	Mon 10/29/07	Mon 10/29/07		Staff/WW	X
126							
127	Medical/Pharmacy/DM/Health and Wellness/Vision/Dental	129 days	Mon 10/29/07	Thu 4/24/08		Varies	
128	Draft RFP specifications	40 days	Mon 10/29/07	Fri 12/21/07		Varies	
129	First draft of med/rx, dent, vis questionnaires, financial response and high-level scoring to OEBB Staff	21 days	Mon 10/29/07	Mon 11/26/07	125FS-1 day	WW	X
130	OEBB Staff returns review of first draft of med/rx, dent, vis to WW	4 days	Tue 11/27/07	Fri 11/30/07	129	Staff	X
131	First draft of health and wellness questionnaire to OEBB Staff	4 days	Tue 11/27/07	Fri 11/30/07	129	WW	X
132	OEBB Staff returns review of first draft of health and wellness to WW	2 days	Mon 12/3/07	Tue 12/4/07	131	Staff	X
133	OEBB Staff and WW meet with DOJ to discuss RFP provisions	0 days	Tue 11/27/07	Tue 11/27/07	130SF	Staff/WW	X
134	OEBB Staff and WW provide first draft of med/rx, dent, vis questionnaires to DOJ	0 days	Thu 12/6/07	Thu 12/6/07	130SF+8 days	Staff/WW	X
135	DOJ returns review of med, dent, vis, H&W, DM, Rx	4 days	Fri 12/7/07	Wed 12/12/07	134		
136	Final draft of med/rx, dent, vis questionnaire to OEBB Staff and DOJ	3 days	Thu 12/13/07	Mon 12/17/07	135	WW	
137	Final draft of health and wellness questionnaire to OEBB Staff and DOJ	4 days	Thu 12/13/07	Tue 12/18/07	135	WW	
138	WW provides OEBB Staff with detailed scoring and financial template for RFP	10 days	Tue 11/27/07	Mon 12/10/07	129		
139	OEBB Staff and DOJ provides final approval of med, dent, vis questionnaires to WW	4 days	Tue 12/18/07	Fri 12/21/07	136	Staff	
140	OEBB Staff and DOJ provides final approval of health and wellness questionnaire to WW	4 days	Tue 12/18/07	Fri 12/21/07	136	Staff	
141	OEBB Staff returns review of detailed scoring and financial template for RFP	4 days	Tue 12/11/07	Fri 12/14/07	138		
142	Board approves RFP documents on OEBB Staff recommendation (as approved by DOJ)	1 day	Thu 12/13/07	Thu 12/13/07	135	Board	
143	Collect and organize supplemental information for RFP	48 days	Tue 10/30/07	Thu 1/3/08	125	WW	
144	Develop ORPIN site	33 days	Tue 10/30/07	Thu 12/13/07	125	Staff	
145	Determine Selection Committee for manually scored RFP sections	48 days	Tue 10/30/07	Thu 1/3/08	125	Staff/WW	
146	Determine process for unidentified vendors to obtain online procurement login	34 days	Tue 10/30/07	Fri 12/14/07	125	Staff/WW	
147	Release RFP to vendor market	0 days	Thu 1/3/08	Thu 1/3/08	141FS+14 days	WW	
148	Monitor RFP process	17 days	Thu 1/3/08	Fri 1/25/08		WW	
149	Maintain and monitor ORPIN site	17 days	Thu 1/3/08	Fri 1/25/08	147FS-1 day		
150	Vendor questions due	10 days	Fri 1/4/08	Thu 1/17/08	147		
151	Collect, organize and draft responses to vendor questions	5 days	Fri 1/18/08	Thu 1/24/08	150		
152	OEBB response to vendor questions due	1 day	Fri 1/25/08	Fri 1/25/08	151		
153	Proposals due from vendors	30 days	Thu 1/3/08	Wed 2/13/08	147FS-1 day	-	
154	Preliminary update to Board	1 day	Thu 2/28/08	Thu 2/28/08	153FS+10 days	WW	
155	Analyze RFP responses	40 days	Wed 2/13/08	Tue 4/8/08		WW	
156	WW confirms receipt of all required docs to establish vendors to be scored	4 days	Wed 2/13/08	Mon 2/18/08	153FS-1 day		
157	WW procurement tool scores auto scored RFP sections	5 days	Wed 2/13/08	Tue 2/19/08	153FS-1 day		
158	OEBB Staff and WW confirm vendors that qualify for presentations	10 days	Wed 2/20/08	Tue 3/4/08	157		
159	Prepare for and Conduct qualifying vendor meetings	10 days	Wed 3/5/08	Tue 3/18/08	158	WW	
160	WW, OEBB Staff and Selection Committee score manual sections	9 days	Wed 3/19/08	Mon 3/31/08	159		

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ID	Task Name	Duration	Start	Finish	Predecessors	Responsibility	Completed
161	WW submits clarifying questions to vendors/collects responses, as necessary	1 day	Wed 3/26/08	Wed 3/26/08	159FS+5 days		
162	OEBB Staff, WW and Selection Committee meet to compare scores	1 day	Tue 4/1/08	Tue 4/1/08	160		
163	Prepare financial summary and evaluation report	5 days	Wed 4/2/08	Tue 4/8/08	162	WW	
164	Review evaluation report and select finalists	1 day	Wed 4/9/08	Wed 4/9/08	163	Staff	
165	Additional time to select finalists (if necessary)	3 days	Wed 4/2/08	Fri 4/4/08	162	-	
166	Conduct follow-up with vendors to clarify offers	5 days	Mon 4/7/08	Fri 4/11/08	165	WW	
167	Prepare final vendor evaluation report	5 days	Mon 4/7/08	Fri 4/11/08	165	WW	
168	Conduct site visits with finalist(s) and summarize findings	5 days	Wed 4/16/08	Tue 4/22/08	167FS+2 days	Staff	
169	OEBB/WW negotiation with finalist(s)	1 day	Wed 4/23/08	Wed 4/23/08	168		
170	Approval of apparent successful vendor(s)	1 day	Thu 4/24/08	Thu 4/24/08	169	OEBB	
171							
172	Long Term Care	129 days	Mon 10/29/07	Thu 4/24/08		Varies	
173	Project steps similar to Medical/Pharmacy	129 days	Mon 10/29/07	Thu 4/24/08	128SS	Varies	
174	Expect to run in parallel with Medical/Pharmacy	129 days	Mon 10/29/07	Thu 4/24/08	128SS	Varies	
175							
176	Spending accounts	129 days	Mon 10/29/07	Thu 4/24/08			
177	Project steps similar to Medical/Pharmacy	129 days	Mon 10/29/07	Thu 4/24/08	128SS		
178	Expect to run in parallel with Medical/Pharmacy	129 days	Mon 10/29/07	Thu 4/24/08	128SS		
179							
180	Life / AD&D	90 days	Mon 1/7/08	Fri 5/9/08		Varies	
181	Draft RFP specifications	90 days	Mon 1/7/08	Fri 5/9/08			
182	<i>First draft of life, AD&D, disability questionnaires, financial response and high-level scoring to OEBB Sta</i>	1 day	Mon 1/7/08	Mon 1/7/08		Varies	
183	<i>OEBB Staff returns review of first draft of life, AD&D, disability to WW</i>	2 days	Tue 1/8/08	Wed 1/9/08	182	Varies	
184	<i>OEBB Staff and WW provide first draft of life, AD&D, disability questionnaires to DOJ</i>	4 days	Thu 1/10/08	Tue 1/15/08	183		
185	<i>DOJ returns review of life, AD&D, disability</i>	4 days	Wed 1/16/08	Mon 1/21/08	184		
186	<i>Final draft of life, AD&D, disability questionnaire to OEBB Staff and DOJ</i>	2 days	Tue 1/22/08	Wed 1/23/08	185		
187	<i>WW provides OEBB Staff with detailed scoring and financial template for RFP</i>	7 days	Tue 1/8/08	Wed 1/16/08	182		
188	<i>OEBB Staff and DOJ provides final approval of life, AD&D, disability questionnaires to WW</i>	3 days	Thu 1/17/08	Mon 1/21/08	187		
189	<i>OEBB Staff returns review of detailed scoring and financial template for RFP</i>	3 days	Thu 1/17/08	Mon 1/21/08	187		
190	<i>Board approves RFP documents on OEBB Staff recommendation (as approved by DOJ)</i>	1 day	Thu 1/24/08	Thu 1/24/08	188FS+2 days		
191	<i>Collect and organize supplemental information for RFP</i>	15 days	Tue 1/8/08	Mon 1/28/08	182		
192	<i>Develop ORPIN site</i>	15 days	Tue 1/8/08	Mon 1/28/08	182		
193	<i>Determine Selection Committee for manually scored RFP sections</i>	15 days	Tue 1/8/08	Mon 1/28/08	182		
194	<i>Determine process for unidentified vendors to obtain online procurement login</i>	15 days	Tue 1/8/08	Mon 1/28/08	182		
195	<i>Release RFP to vendor market</i>	1 day	Fri 2/1/08	Fri 2/1/08	182FS+18 days		
196	Monitor RFP process	30 days	Fri 2/1/08	Thu 3/13/08			
197	<i>Maintain and monitor ORPIN site</i>	20 days	Fri 2/1/08	Thu 2/28/08	195SS		
198	<i>Vendor questions due</i>	10 days	Fri 2/1/08	Thu 2/14/08	195SS		
199	<i>Collect, organize and draft responses to vendor questions</i>	3 days	Fri 2/15/08	Tue 2/19/08	198		
200	<i>OEBB response to vendor questions due</i>	1 day	Wed 2/20/08	Wed 2/20/08	199		

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201	<i>Proposals due from vendors</i>	20 days	Fri 2/1/08	Thu 2/28/08	195SS		
202	<i>Preliminary update to Board</i>	1 day	Thu 3/13/08	Thu 3/13/08	201FS+9 days		
203	Analyze RFP responses	40 days	Thu 2/28/08	Wed 4/23/08			
204	<i>WW confirms receipt of all required docs to establish vendors to be scored</i>	4 days	Thu 2/28/08	Tue 3/4/08	201FS-1 day		
205	<i>WW procurement tool scores auto scored RFP sections</i>	5 days	Thu 2/28/08	Wed 3/5/08	201FS-1 day		
206	<i>OEBB Staff and WW confirm vendors that qualify for presentations</i>	10 days	Thu 3/6/08	Wed 3/19/08	205		
207	<i>Prepare for and Conduct qualifying vendor meetings</i>	10 days	Thu 3/20/08	Wed 4/2/08	206		
208	<i>WW, OEBB Staff and Selection Committee score manual sections</i>	9 days	Thu 4/3/08	Tue 4/15/08	207		
209	<i>WW submits clarifying questions to vendors/collects responses, as necessary</i>	1 day	Thu 4/10/08	Thu 4/10/08	207FS+5 days		
210	<i>OEBB Staff, WW and Selection Committee meet to compare scores</i>	1 day	Wed 4/16/08	Wed 4/16/08	208		
211	<i>Prepare financial summary and evaluation report</i>	5 days	Thu 4/17/08	Wed 4/23/08	210		
212	<i>Review evaluation report and select finalists</i>	1 day	Thu 4/24/08	Thu 4/24/08	211		
213	<i>Additional time to select finalists (if necessary)</i>	3 days	Thu 4/17/08	Mon 4/21/08	210		
214	<i>Conduct follow-up with vendors to clarify offers</i>	5 days	Tue 4/22/08	Mon 4/28/08	213		
215	<i>Prepare final vendor evaluation report</i>	5 days	Tue 4/22/08	Mon 4/28/08	213		
216	<i>Conduct site visits with finalist(s) and summarize findings</i>	5 days	Thu 5/1/08	Wed 5/7/08	215FS+2 days		
217	<i>OEBB/WW negotiation with finalist(s)</i>	1 day	Thu 5/8/08	Thu 5/8/08	216		
218	<i>Approval of apparent successful vendor(s)</i>	1 day	Fri 5/9/08	Fri 5/9/08	217		
219							
220	Disability	129 days	Mon 10/29/07	Thu 4/24/08		Varies	
221	Project steps similar to Life/AD&D	129 days	Mon 10/29/07	Thu 4/24/08	128SS	Varies	
222	Expect to run in parallel with Life/AD&D	129 days	Mon 10/29/07	Thu 4/24/08	128SS	Varies	
223							
224	Negotiate and Execute Carrier Contracts (3.5)	299 days	Thu 8/23/07	Tue 10/14/08		Staff/WW	
225	Negotiate final terms (each of the above coverages)	10 days	Fri 4/25/08	Thu 5/8/08	170	Staff/WW	
226	Negotiate carrier performance guarantees (each)	10 days	Fri 4/25/08	Thu 5/8/08	225SS	Staff/WW	
227	Select and notify carriers	5 days	Fri 5/9/08	Thu 5/15/08	226	Staff/WW	
228	Review draft contracts	20 days	Fri 5/16/08	Thu 6/12/08	227	DOJ	
229							
230	Monitor Implementation Process	103 days	Fri 5/23/08	Tue 10/14/08		Staff/WW	
231	Attend carrier implementation kickoff meetings	2 days	Fri 5/23/08	Mon 5/26/08	227FS+5 days	Staff/WW	
232	Monitor ongoing implementation calls and meetings	101 days	Tue 5/27/08	Tue 10/14/08	231	Staff	
233							
234	Communications	289 days	Thu 8/23/07	Wed 10/1/08		CCM	
235	Identify parties of interest	26 days	Thu 8/23/07	Thu 9/27/07	9FS-1 day	CCM	
236	Draft communications workplan	152 days	Thu 9/27/07	Fri 4/25/08		CCM	
237	Milestones	152 days	Thu 9/27/07	Fri 4/25/08	22FS-1 day	CCM	
238	Media	152 days	Thu 9/27/07	Fri 4/25/08	22FS-1 day	CCM	
239	Responsibilities	152 days	Thu 9/27/07	Fri 4/25/08	22FS-1 day	CCM	
240	Design and development of communications	60 days	Mon 2/4/08	Fri 4/25/08	241FS-60 days	CCM	

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Attachment 3

ID	Task Name	Duration	Start	Finish	Predecessors	Responsibility	Completed
241	Pre-announcement to members	1 day	Fri 4/25/08	Fri 4/25/08	170	CCM	
242	Distribution of open enrollment communications	4 days	Mon 8/11/08	Thu 8/14/08	245SS-5 days	CCM	
243	Member meetings	10 days	Mon 8/18/08	Fri 8/29/08	245SS	CCM	
244							
245	Open Enrollment	20 days	Mon 8/18/08	Fri 9/12/08		-	
246							
247	Coverage Effective Date	0 days	Wed 10/1/08	Wed 10/1/08		-	
248							
249							
250	Attend Meetings with Board and Staff (3.6)	240 days	Fri 8/10/07	Thu 7/10/08		All	
251	Weekly meetings for first two months	40 days	Fri 8/10/07	Thu 10/4/07	5	All	X
252	Weekly conference calls throughout pre-implementation process	200 days	Fri 8/10/07	Thu 5/15/08	251SS	All	
253	Monthly Board meetings	240 days	Fri 8/10/07	Thu 7/10/08	252SS	All	
254							
255	Report Progress to Board and Staff (3.7)	299 days	Thu 8/9/07	Wed 10/1/08		WW	
256	Update project plan to report progress each month by 15th	240 days	Fri 8/10/07	Thu 7/10/08	252SS	WW	
257							
258	Establish Financial Reporting Structure	221 days	Thu 8/9/07	Thu 6/12/08		Q&D	
259	Meet with staff to determine reporting needs and timing	1 day	Thu 8/9/07	Thu 8/9/07		Q&D	
260	Determine whether data warehouse can fill financial reporting needs	60 days	Fri 8/10/07	Thu 11/1/07	259	Q&D	
261	Design financial reporting package	60 days	Fri 11/2/07	Thu 1/24/08	260	Q&D	
262	Meet with carriers to confirm data needs	10 days	Fri 1/25/08	Thu 2/7/08	261	Q&D	
263	Review draft financial reporting package with staff	30 days	Fri 2/8/08	Thu 3/20/08	262	Q&D	
264	Finalize financial reporting package	60 days	Fri 3/21/08	Thu 6/12/08	263	Q&D	
265							
266	Establish Data Warehousing	299 days	Thu 8/9/07	Wed 10/1/08		Q&D	
267	Meet with staff to determine data warehousing/reporting needs	1 day	Thu 8/9/07	Thu 8/9/07		Q&D	
268	Develop data warehousing specs with warehouse partner	30 days	Thu 8/9/07	Wed 9/19/07		Q&D	
269	Develop data warehouse implementation plan	90 days	Thu 8/9/07	Wed 12/12/07		Q&D	
270	Design quarterly utilization and trends report	30 days	Thu 8/9/07	Wed 9/19/07		Q&D	
271	Design annual plan performance report	30 days	Thu 8/9/07	Wed 9/19/07		Q&D	
272	Data warehouse go-live date	0 days	Wed 10/1/08	Wed 10/1/08	247	Q&D	