

Santa Clara Data Assessment Project Plan v.1.0

Project Deliverables	
1	Project Plan
2	Data Systems Inventory
3	Status Reports
4	Recommendation that fits requirements for data collection, statistical analysis, & storage of data
5	High-level Cost Estimate of acquiring or developing proposed data system
6	High-level Recommendation Presentation

Deliverable Associated with Task	Deliverable	Task Ownership	On/Off-site	WebReach					Agency	EMS Providers	Total Hours	Estimated Start	Estimated Finish	
				Schooley	Stoodt	Richmond	SME / Other	Total Hours						
Project Planning												1/9/2009	1/23/2009	
Develop Project Plan														
1	Develop project tasks and timeline	Project Plan v.1	Schooley	Off	6	2	2	0	10	0	0	20	1/9/2009	1/12/2009
1,3	Meet with County PM team to develop plan	Project Plan v.2	Schooley	On	4	4	4	0	12	12	0	36	1/13/2009	1/13/2009
1	Develop Communications Plan		Anne	Off	2	0	0	0	2	1	0	5	1/12/2009	1/16/2009
1	Designate participants either phone, workgroup, or F2F interview		Anne	Off	0	2	0	0	2	2	0	6	1/13/2009	1/21/2009
1	Define and Organize Committee Participant List	Committee Participant List	Agency	Off	1	0	0	0	1	2	0	4	1/13/2009	1/23/2009
1	Define and organize Architecture Design Committee		Gary	Off	0	0	0	0	0	5	0	5	1/13/2009	1/23/2009
1	Define and Organize EA Workgroups (manager, data/application, power user)	Workgroup List	Schooley /Anne	Off	2	0	0	0	2	4	0	8	1/13/2009	1/23/2009
1	Define and organize survey participant list: (1. Business Process (Exec/Bus Manager) 2. Data (Data Analyst), 3. Application (IT Manager), 4. Integration (IT Analyst), 5. Cost (Accountant).	Survey Participant List	Anne	Off	0	0	0	0	0	3	0	3	1/13/2009	1/21/2009
1	Define and Organize interview participant list	Interviewee List	Anne	Off	0	0	0	0	0	1	0	1	1/13/2009	1/23/2009
1	Contact & establish steering committee participation		Anne	Off	0	0	0	0	0	2	0	2	1/13/2009	1/23/2009
1	Schedule Steering Committee Mtg#1		Anne	Off	0	0	0	0	0	2	0	2	1/13/2009	1/23/2009
1	Contact & establish survey participation		Anne	Off	1	0	0	0	1	3	0	5	1/13/2009	1/23/2009
1	Contact & establish interview participation		Anne	Off	0	0	0	0	0	2	0	2	1/13/2009	1/23/2009

1	Develop Issue Tracking & Change Management Plan	Issue Tracking	Schooley /Anne	Off	2	0	0	0	2	2	0	6	1/9/2009	1/16/2009
1	Define project risks, contingency plans, and exceptions protocol	Risk, Contingency Plan Protocol	Schooley /Anne	Off	2	0	0	0	2	2	0	6	1/13/2009	1/16/2009
1,3	Review with County		Schooley	Off	2	0	0	0	2	2	0	6	1/15/2009	1/16/2009
1	Refine and Consolodate Final Project Plan	Final Project Plan	Schooley	Off	3	1	1	0	5	3	0	13	1/14/2009	1/23/2009
1,3	Review with County		Schooley	Off	1	0	0	0	1	3	0	5	1/23/2009	1/23/2009
Total					26	9	7	0	34	51	0	111		

Inventory And Assess Pre-Hospital Data Systems

Data Collection & Analysis: Survey													1/13/2009	3/12/2009
2	Define survey objectives		Schooley	Off	1	1	1	0	3	3	0	9	1/13/2009	1/13/2009
2	Develop survey questions (business, data, application)		Richmond	Off	3	2	6	0	11	0	0	22	1/9/2009	1/22/2009
2	Develop ATAM questions		Richmond	Off	0	2	3	0	5	0	0	10	1/9/2009	1/19/2009
2,3	Review with County		Schooley	Off	1	0	0	0	1	3	0	5	1/19/2009	1/22/2009
2	Develop online survey instrument	Survey Instrument	Schooley	Off	2	0	0	2	4	0	0	8	1/22/2009	1/26/2009
2	Test and refine instrument		Richmond	Off	2	1	2	3	8	3	0	19	1/23/2009	1/26/2009
2	Invite survey participants		Agency	Off	1	0	0	2	3	3	0	9	1/26/2009	3/12/2009
2	Complete Survey		Committee Member	Off	0	0	0	0	0	3	132	135	3/12/2009	3/12/2009
2	Track completion and follow-up with survey participants		Richmond/ Committee Member	Off	0	0	0	1	1	6	0	8	1/26/2009	3/12/2009
2	analyze survey data	Survey Analysis	Richmond	Off	3	2	8	0	13	0	0	26	2/15/2009	3/18/2009
2	review and refine analysis		Schooley	Off	4	2	0	5	11	3	0	25	2/10/2009	2/17/2009
2	develop executive summary of survey findings (inventory v.1.0)	Survey Findings	Stoodt	Off	2	4	4	4	14	0	0	28	2/10/2009	2/17/2009
2,3	Review with County		Schooley	On	1	0	0	0	1	3	0	5	2/18/2009	2/18/2009
Total					19	14	24	17	74	24	132	304		

Data Collection: Phone, Group, and/or Face-to-Face Interviews

Data Collection: Phone, Group, and/or Face-to-Face Interviews													1/13/2009	3/31/2009
2	Contact & establish workgroup participation		Anne	Off	1	0	0	0	1	2	0	4	1/13/2009	3/1/2009
2,4	Define interview objectives		Schooley	On	2	2	2	0	6	3	0	15	1/13/2009	1/13/2009
2,4	Schedule EA workgroup sessions	EA Workgroup Schedule	Agency	Off	2	2	2	0	6	5	0	17	1/14/2009	3/12/2009
2,4	Follow-up with EA workgroups		Agency	Off	0	0	0	0	0	8	0	8	1/14/2009	3/31/2009
2,4	Develop workgroup interview questions for business, data, application EA	Interview Protocol	Stoodt	Off	2	2	4	0	8	0	0	16	1/26/2009	3/1/2009
2,4	Review with County		Schooley	Off	1	0	0	0	1	1	0	3	2/9/2009	3/1/2009
2,4	Collect system documentation (fire dept work groups)		Committee Member	Off	0	2	2	0	4	3	36	47	1/23/2009	3/31/2009

2,4	Assemble documentation (fire dept workgroups)		Richmond	Off	0	0	4	0	4	0	0	8	1/23/2009	3/31/2009
2,4	Conduct workgroups with 18 fire depts		Richmond	On/Off	2	0	36	0	38	0	0	76	2/18/2009	3/31/2009
2,4	Preparation for workgroup meetings (18 fire depts)		Fire Depts	Off	0	0	0	0	0	0	72		2/18/2009	3/31/2009
2,4	Insert fire department meetings here		Richmond	On/Off					0			0	2/18/2009	3/31/2009
2,4	Collect system documentation (ambulance providers)		Committee Member	Off	0	0	0	0	0	4	16	20	1/23/2009	3/31/2009
2,4	Assemble documentation (ambulance provider workgroups)		Richmond	Off	0	0	4	0	4	0	0	8	1/23/2009	3/31/2009
2,4	Preparation for workgroup meetings (8 ambulance providers)		Ambulance Providers	Off	0	0	0	0	0	0	32	32	2/18/2009	3/31/2009
2,4	Conduct workgroups with 8 ambulance providers		Schooley	On/Off	2	0	16	0	18	0	24	60	2/18/2009	3/31/2009
2,4	Insert ambulance provider meetings here		Schooley	On/Off					0			0	2/18/2009	3/31/2009
2,4	Collect system documentation (PSAP workgroups)		Committee Member	Off	0	0	0	0	0	4	28	32	1/23/2009	3/31/2009
2,4	Assemble documentation (PSAP workgroups)		Richmond	Off	0	0	4	0	4	0	0	8	1/23/2009	3/31/2009
2,4	Preparation for workgroup meetings (14 PSAPs)		PSAPs	Off	0	0	0	0	0	0	56	56		
2,4	Conduct workgroups with 14 PSAPs		Stoodt	On/Off	2	0	28	0	30	0	42	102	2/18/2009	3/31/2009
2,4	Insert PSAP meetings here		Stoodt	On/Off					0			0		
2,4	Collect system documentation (Agency workgroups)		Committee Member	Off	0	0	0	0	0	4	8	12	1/23/2009	3/31/2009
2,4	Assemble documentation (Agency workgroups)		Richmond	Off	0	0	4	0	4	0	0	8	1/23/2009	3/31/2009
2,4	Preparation for workgroup meetings (Agency)		Agency	Off	0	0	0	0	0	0	4	4	1/23/2009	3/31/2009
2,4	Conduct workgroups with Agency		Schooley	On/Off	2	0	12	8	22	0	15	59	2/18/2009	3/31/2009
2,4	Insert Agency meetings here		Schooley	On/Off					0			0		
2,4	Collect system documentation (Hospitals work groups)		Committee Member	Off	0	0	0	0	0	4	0	4	1/23/2009	3/31/2009
2,4	Assemble documentation (Hospital work groups)		Richmond	Off	0	0	4	0	4	0	0	8	1/23/2009	3/31/2009
2,4	Preparation for workgroup meetings (3 Hospitals)		Hospitals	Off	0	0	0	0	0	0	12	12	1/23/2009	3/31/2009
2,4	Conduct workgroups with Hospitals		Schooley	On/Off	0	0	9	0	9	0	15	33	2/18/2009	3/31/2009
2,4	Conduct Meeting with Trauma Coordinators		Schooley	On	2	0	2	0	4	0	2	10	TBD	TBD
2,4	Conduct Meeting with ED Managers		Schooley		2	0	2	0	4	2	2	12	TBD	TBD
2,4	Conduct Meeting with Base Station		Schooley	On/Off	2	0	2	0	4	2	2	12	TBD	TBD
2,4	Develop interview questions for business, data, and application EA	Interview Instrument	Richmond	Off	3	1	1	0	5	0	0	10	1/13/2009	2/9/2009
2,3,4	Review with County		Schooley	Off	1	1	1	0	3	3	0	9	1/21/2009	2/9/2009
2,4	Define and list interview participants	Participant List	Agency	Off	2	2	2	0	6	8	0	20	1/13/2009	2/1/2009

2,4	Invite interview participants (phone & F2F)		Agency	Off	0	0	0	0	0	4	0	4	1/13/2009	3/25/2009
2,4	Schedule interviews	Participant Schedule	Agency	Off	2	0	2	0	4	8	0	16	1/14/2009	3/31/2009
2,4	Follow-up with interview participants		Agency	Off	2	0	3	0	5	8	0	18	1/14/2009	3/31/2009
2,4	Preparation for Interviews		Interview Participants	Off	0	0	0	0	0	0	60			
2,4	Conduct F2F & Phone Interviews		Richmond	On/Off			30		30		30	90	2/18/2009	3/31/2009
2,4	Insert interviews here			On/Off					0			0		
2,4	Conduct Interview with Dr. Ghiladucci			On	2	2	2	0	6	2	0	14	1/26/2009	1/26/2009
2,4	Document, aggregate, and consolidate interview data	Interview Documentation	Richmond	Off	2	0	24	0	26	0	0	52	1/21/2009	3/31/2009
	Total				66	36	238	37	377	117	456	1459		

Data Collection: External Market/ Vendor Analysis													1/13/2009	3/31/2009
2,4,5	Define and list key vendors (CAD, PCR, Warehouse/BI, Middleware, etc...)	Vendor List	Stoodt	Off	0	2	0	0	2	3	0	7	1/14/2009	1/21/2009
2,4,5	Develop vendor comparison criteria	Comparison Matrix Instrument	Stoodt	Off	1	3	1	0	5	0	0	10	1/21/2009	1/28/2009
2,4,5	Develop RFI document	RFI Document	Stoodt	Off	2	8	2	0	12	2	0		1/21/2009	1/28/2009
2,4,5	Review and refine with Agency		Stoodt	Off	1	1	0	0	2	3	0	7	1/28/2009	1/28/2009
2,4,5	Distribute RFI Document to vendors		Agency	Off	0	0	0	0	0	2	0	0	1/29/2009	1/29/2009
2,4,5	Collect CAD vendor information		Stoodt	Off	0	2	0	0	2	0	0	4	1/30/2009	2/18/2009
2,4,5	Collect PCR vendor information		Stoodt	Off	0	2	0	0	2	0	0	4	1/30/2009	2/18/2009
2,4,5	Collect Data Warehouse/BI vendor information		Stoodt	Off	0	2	0	0	2	0	0	4	1/30/2009	2/18/2009
2,4,5	Collect EMS/Health system Middleware information		Stoodt	Off	0	2	0	0	2	0	0	4	1/30/2009	2/18/2009
2,4,5	Analyze comparison matrices	Vendor Analysis	Stoodt	Off	1	5	2	0	8	0	0	16	1/30/2009	2/18/2009
2,4,5	Develop vendor comparison report	Vendor Findings Report	Stoodt	Off	2	8	2	0	12	0	0	24	2/11/2009	2/24/2009
2,4,6	Review with County		Stoodt	Off	0	1	0	0	1	3	0	5	2/24/2009	2/24/2009
	Total				7	36	7	0	50	13	0	113		

County EMS Data System Analysis & Inventory Report													2/18/2009	4/10/2009
2,4	Consolidate and synthesize survey, interviews, vendor, and stakeholder discussion data		Richmond	Off	0	0	4	0	4	0	0	8	2/18/2009	4/6/2009
2	Develop inventory list	Inventory	Richmond	Off	2	2	8	0	12	0	0	24	4/1/2009	4/7/2009
2,4	Develop inventory report	Inventory Report	Richmond	Off	4	2	8	0	14	0	0	28	4/1/2009	4/10/2009
2,3	Review with County (Steering Committee Meeting #2)		Richmond	Off	2	2	2	0	6	6	0	18	TBD	TBD
	Total				8	6	22	0	36	6	0	78		

Design Strategy & Approach													
Business Architecture Development											3/15/2009	4/20/2009	
4,6	Develop baseline business architecture description	Baseline Business Architecture	Stoodt	Off	3	10	1	0	14	0	0	3/15/2009	4/3/2009
4,6	Creat architecture model viewpoints for each stakeholder (and collectively)	Target Business Architecture	Stoodt	Off	2	16	3	0	21	0	0	3/15/2009	4/10/2009
4,6	Develop information requirements	Business Requirements Document	Stoodt	Off	3	8	3	0	14	0	0	3/15/2009	4/10/2009
4,6	Validate stakeholder concerns and expectations	Stakeholder Concerns list	Stoodt	Off	2	6	3	0	11	0	0	4/1/2009	4/10/2009
4,6	Construct stakeholder concerns document	Concerns List	Stoodt	Off	1	5	1	0	7	0	0	4/8/2009	4/15/2009
4,6	Construct Business Process Analysis	BP Analysis	Stoodt	Off	2	8	4	0	14	0	0	4/8/2009	4/15/2009
4,6	Review Architecture		Stoodt	Off	2	6	2	10	20	10	0	4/15/2009	4/17/2009
Total					15	59	17	10	101	10	0		

Information Systems Architecture Development: Data/Information Architecture													
											3/15/2009	5/5/2009	
4,6	Develop baseline data architecture description	Baseline Data Architecture	Schooley	Off	8	2	2	0	12	0	0	3/15/2009	4/17/2009
4,6	Review & validate principles, models, viewpoints, and tools	Validated data principles list	Schooley	Off	2	2	2	0	6	0	0	3/15/2009	4/24/2009
4,6	Create architecture models	Data Views from Stakeholder (Target Architecture)	Schooley	Off	14	2	4	0	20	0	0	3/15/2009	4/24/2009
4,6	Validate stakeholder concerns and expectation	Stakeholder Concerns list	Schooley	Off	5	3	2	0	10	0	0	3/15/2009	4/24/2009
4,6	Complete data architecture	Data Architecture Report	Schooley	Off	10	5	5	0	20	0	0	4/15/2009	4/29/2009
4,6	Construct Gap Analysis	Gap Analysis Results	Schooley	Off	8	3	3	0	14	0	0	4/27/2009	4/29/2009
4,6	Review Architecture		Schooley	Off	3	4	4	10	21	10	0	4/30/2009	5/4/2009
Total					50	21	22	10	103	10	0		

Information Systems Architecture Development: Application Architecture												3/15/2009	5/21/2009
4,6	Develop baseline applications architecture description	Baseline Application Architecture	Richmond	Off	2	4	10	0	16	0	0	3/15/2009	4/24/2009
4,6	Review & validate principles, models, viewpoints, and tools	Validated data principles list	Richmond	Off	2	2	5	0	9	0	0	3/15/2009	4/29/2009
4,6	Create architecture models	Data Views from Stakeholder (Target Architecture)	Richmond	Off	3	6	15	0	24	0	0	3/15/2009	5/8/2009
4,6	Validate stakeholder concerns and expectations	Stakeholder Concerns list	Richmond	Off	2	4	6	0	12	0	0	3/15/2009	5/11/2009
4,6	Identify candidate application systems		Richmond	Off	2	4	6	0	12	0	0	4/15/2009	5/14/2009
4,6	Complete application architecture	Data Architecture Report	Richmond	Off	3	5	14	0	22	0	0	5/1/2009	5/18/2009
4,6	Construct Gap Analysis	Gap Analysis Results	Richmond	Off	2	5	8	0	15	0	0	5/15/2009	5/19/2009
4,6	Review Architecture			On/Off	3	8	8	10	29	10	0	5/20/2009	5/20/2009
Total					19	38	72	10	139	10	0		

Solutions Design and Migration Plan												5/15/2009	6/15/2009
4,5,6	Define solution options	Options List	Webreach	Off	2	4	6	0	12	0	0	5/15/2009	5/27/2009
4,5,6	Evaluate implementation options		Webreach	Off	3	8	8	10	29	0	0	5/15/2009	5/28/2009
4,5,6	Choose between solution options		Webreach	On	2	6	2	10	20	10	10	5/15/2009	5/28/2009
4,5,6	Conduct cost-benefit analysis	Cost-Benefit Analysis	Webreach	Off	2	10	6	0	18	0	0	5/15/2009	6/5/2009
4,5,6	Estimate resource requirements	High-Level Cost Estimate	Webreach	Off	2	8	5	0	15	0	0	5/15/2009	6/12/2009
4,5,6	Develop high-level implementation roadmap	Implementation Plan	Webreach	Off	3	6	8	10	27	0	0	5/15/2009	6/12/2009
4,5,6	Review with Design Committee		Webreach	On	2	2	2	0	6	6	0	6/16/2009	6/16/2009
Total					16	44	37	30	127	16	10		

Confirm Compliance with LEMSA standards, Local Policies, and NEMIS and CEMIS System Requirements												6/1/2009	6/15/2009	
4	Present and Review with Agency		Webreach	On/Off	1	1	1	0	3	3		9	6/1/2009	6/15/2009
4	Present and Review with Steering Committee		Webreach	On/Off	1	1	1	0	3	3		9	6/1/2009	6/15/2009
4	Present and Review with Design Committee	Presentation	Webreach	On/Off	1	1	1	0	3	3		9	6/16/2009	6/16/2009
Total					3	3	3	0	9	9		27		

Develop and Deliver Final Recommendations and Presentation											6/1/2009	6/25/2009	
6	Develop final architecture	High-Level EA	Webreach	Off	7	8	12	0	27	0	54	6/1/2009	6/12/2009
6	Develop recommendations	Recommendation	Webreach	Off	3	3	3	0	9	0	18	6/8/2009	6/19/2009
6	Develop presentation	Presentation	Webreach	Off	3	3	3	0	9	0	18	6/15/2009	6/19/2009
6	Present and Obtain sign-off with Leadership Committee		Webreach	On	8	8	8	0	24	3	51	6/25/2009	6/25/2009
Total					21	22	26	0	69	3	141		

Management and Meetings											1/9/2009	6/25/2009	
All	Project Management				100	0	0	0	100	0	200		
Total					100	0	0	0	100	0	200		

WebReach													
				Schooley	Stoodt	Richmond	SME / Other	Total Hours	Agency	EMS Providers	Total Hours	Start	Finish
PROJECT TOTAL				350	288	475	114	1,219	269	598	2,433	1/9/2009	6/25/2009