Draft Detailed Internal Hospital Inpatient/Outpatient Timeline
Working Document as of 1/20/2016

Task	Lead	Lead Staff	Start Date	End Date
Requirements Gathering and Initial Development				
Distribute Outpatient rules to hospitals for review	MHDO	Phil	1/11/2016	1/15/2016
Deadline for hospital review of Outpatient rules	Hospitals	N/A	2/1/2016	2/1/2016
Track all hospital feedback	HSRI	Kate	1/15/2016	2/1/2016
Develop Parse and Stage	HSRI	Steve	11/1/2015	1/15/2016
Test Parse and Stage	HSRI	Brian	1/4/2016	1/15/2016
Draft Requirements and Mockups for Registration and Other Portal Features	HSRI	Steve/Kate	12/14/2016	1/8/2016
Finalize all Inpatient and Outpatient rules for programming/testing	MHDO/HSRI	Kate	1/8/2016	2/1/2016
Finalize, produce and document all validation lists	HSRI	Brian	1/15/2016	1/29/2016
Finalize Requirements and Mockups for Registration and Other Portal Features	MHDO/HSRI	Steve/Kate	1/11/2016	1/30/2016
Build Validation Engine	HSRI	Steve	1/15/2016	2/29/2016
Program Validation Rules	HSRI	Steve	1/15/2016	2/29/2016
Test Validaiton Rules	HSRI	Brian	1/15/2016	2/29/2016
Draft Emails to be Sent from portal@mhdo.maine.gov	HSRI	Brian	2/1/2016	3/11/2016
Develop All Portal Features	HSRI	Steve	2/1/2016	3/11/2016
Infrastructure				
Setup new dev and production application servers	NORC	Scot	1/5/2016	3/4/2016
Confirm the SQL webserver has enough horse power to support the portal. If not, add new webserver.	NORC	Scot	1/5/2016	3/4/2016
Testing and Issue Resolution				
Identify 5 Beta Testers (need one Admin contact)	HSRI/MHDO	Karynlee/Leanne	1/19/2016	1/29/2016
Identify All Hospital Testers (need one Admin contact)	HSRI/MHDO	Karynlee/Leanne	2/1/2016	2/29/2016
Phase 1 Testing for Hospitals	MHDO/HSRI	Dave	3/10/2016	3/31/2016
Draft HSRI and MHDO test plans	HSRI	Brian	3/7/2016	3/11/2016
Testing of Portal Features	HSRI/MHDO	Brian, David, Phil	3/14/2016	3/18/2016
Draft Beta Testing Email and Instructions		Brian	3/7/2016	3/11/2016
Review Beta Testing Email and Instructions	MHDO	Phil	3/11/2016	3/18/2016

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Task	Lead	Lead Staff	Start Date	End Date
Send Beta Testing Email and Instructions to Contacts	HSRI/MHDO	Karynlee/Leanne	3/18/2016	3/18/2016
Prepare and train Help Desk for testing	HSRI	Brian/Steve	3/14/2016	3/18/2016
Open Help Desk	HSRI/NORC		3/21/2016	3/21/2016
Hospital Beta Testing of Registration, Submission, and Validation	Hospitals		3/21/2016	3/25/2016
Track Beta Testing Issues and Feedback	HSRI	Brian	3/21/2016	3/25/2016
Identify Critical Issues for Resolution Before All Hospitals Test	HSRI	Leanne/Steve	3/25/2016	3/25/2016
Resolve and Retest Critical Issues Found During Beta Testing	HSRI	Steve/Brian	3/28/2016	3/30/2016
Retest Resolved Issues	HSRI/MHDO	Brian	3/31/2016	3/31/2016
Review Testing Testing Instructions for All Hospitals if Needed, Draft Testing Email	MHDO	Phil	3/30/2016	4/1/2016
Prepare and Train Help Desk	HSRI	Brian/Steve	3/25/2016	3/31/2016
Send Testing Email and Instructions to Contacts	HSRI/MHDO	Karynlee/Leanne	4/1/2016	4/1/2016
All Hospitals Test Portal and Provide Feedback	Hospitals		4/1/2016	4/30/2016
Track Testing Issues and Feedback	HSRI	Brian	4/1/2016	4/30/2016
Conduct 508 Compliance/Accessibility Testing	MHDO/OIT	Kim	4/1/2016	4/30/2016
Conduct Interface, Security, Performance, Restoration, and Operating Platform Testing	HSRI/NORC	Brian/Scot	4/1/2016	4/30/2016
Identify Issues for Resolution	HSRI	Leanne/Steve	5/1/2016	5/1/2016
Resolve Issues Found in Testing	HSRI	Steve	5/2/2016	5/20/2016
Retest Resolved Issues	HSRI/MHDO	Brian	5/23/2016	5/31/2016
Resources				
Develop Phase 1 Testing Materials	MHDO/HSRI	MHDO	2/20/2016	3/4/2016
Hold Chapter 241 Training	HSRI/MHDO	MHDO	3/9/2016	3/9/2016
Produce Sample Files	HSRI/MHDO	Brian	3/1/2016	3/11/2016
Draft User Manual and FAQs	HSRI	Brian	4/4/2016	4/15/2016
Review User Manual and FAQs	HSRI	Leanne/Steve	4/18/2016	4/22/2016
Finalize User Manual and FAQs	HSRI	Brian	4/25/2016	4/29/2016
Develop User Manual HTML and Upload FAQs	HSRI	Brian	5/2/2016	5/31/2016
Deployment and Launch				

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Task	Lead	Lead Staff	Start Date	End Date
Draft and Send Deployment Certification Materials to MHDO and Resolve Issues	HSRI/NORC	Kate, Scot	6/1/2016	6/15/2016
Submit Deployment Certification Materials to OIT and Resolve Issues	MHDO	Kim	6/17/2016	7/8/2016
Deploy to production	HSRI/NORC	Steve/Brian	7/8/2016	7/8/2016
Test in production	HSRI/MHDO	Steve/Brian/Kate	7/8/2016	7/8/2016
Hold Webinar with Hospitals	MHDO/HSRI	Karynlee/Leanne	7/11/2016	7/11/2016
Go Live	MHDO/HSRI/NORC	All	7/11/2016	7/11/2016
Data Processing				
Develop New Database Structure	HSRI/NORC		TBD	TBD
Develop New Data Processing Code	HSRI/NORC		TBD	TBD
Submission and Release Deadlines				
Q3, Q4 2015 & Q1 2016 Data Submissions Due	Hospitals		7/11/2016	8/31/2016
Q2 2016 Data Submissions Due	Hospitals		7/11/2016	9/30/2016
Process and Release Q3 & Q4 2015 and Q1 2016 inpatient and outpatient data	HSRI/NORC		9/1/2016	11/30/2016
Process and Release Q2 2016 inpatient and outpatient data	HSRI/NORC		10/1/2016	1/31/2017
Feedback				
Develop Draft Satisfaction Survey	HSRI		12/1/2016	12/31/2016
Finalize Draft Satisfaction Survey and Distribute to Hospitals	MHDO/HSRI		1/4/2017	1/22/2017
Draft HUG Webinar to Review Feedback and Discuss Improvements Agenda	MHDO/HSRI		1/18/2017	1/22/2017
Draft HUG Webinar Slides	MHDO/HSRI		1/25/2017	2/5/2017
HUG Webinar to Review Feedback and Discuss Improvements	MHDO/HSRI		2/8/2017	2/29/2017