**Department of Veterans Affairs**

**Veterans Health Administration (VHA)**

**Office of Informatics and Analytics (OIA)**

**Innovation Program**

**OneVA Pharmacy Implementation Project**

**VA118-15-Q-0745**

**Business Information Technology Solutions, Inc.**

**3190 Fairview Park Drive, Suite 350**

**Falls Church, VA 22025**

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**Monthly Progress Report**

**(Deliverable #0001AE)**

**November 5, 2015**

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# Executive Summary

Business Information Technology Solutions, Inc. (BITS) completed the first month of support on the Veterans Health Administration’s (VHA) OneVA Pharmacy Project (VA118-15-Q-0745). This Monthly Progress Report (MPR) covers the team’s work efforts and activities for September 30 - October 31, 2015. Our team initiated the project, submitted all on-boarding requirements and completed all initial deliverables as noted in the contract. At the BITS team level, daily huddles were conducted, key stakeholder groups were oriented to the project and a weekly Integrated Product Team (IPT) was started. A summary of key task accomplishments and meetings are listed below.

## Current Status

Key activities performed by the BITS Team in support of this program during this time period included:

### Task 1 - Project Management

* Delivered the initial Contractor Project Management Plan (CPMP) (v0.4) (CLIN 0001AA)
* Submitted the Kick-off Meeting Agenda and conducted the Meeting (CLIN 0001AB)
* Delivered the initial Project Schedule (CLIN 0001AC) (awaiting access to enter into Primavera)
* Delivered the Risk Issue Log (CLIN 0001AD)
* Drafted Monthly Progress Report for October 2015 (CLIN 0001AE)
* Scheduled weekly stakeholder Integrated Project Team (IPT) meeting, including representatives from the Health Data Repository/Clinical Data Service (HDR/CDS) and Pharmacy Benefits Management (PBM)
* Delivered the IPT Meeting Minutes (CLIN 0001AK)
* Delivered Daily Stand Up Meetings Minutes (weekly) (CLIN 0001AL)
* Provided project overview to PBM and HDR/CDS Representatives
* VA required training and on-boarding forms completed and submitted by BITS Team members
* Collected and reviewed relevant artifacts of the original Innovations work to team members

### Task 2 – Software Development Planning

* Created initial Requirements Specification Document (RSD) and reviewed with Stakeholders on IPT call
* Delivered initial RSD (CLIN 0002AA)
* Worked with the Rational Tools team to obtain access to the OneVA Pharmacy project
* Delivered initial Systems Design Document (SDD) (CLIN 0002AC)
* Obtained original source code and evaluated for new requirements including interfacing with Enterprise Messaging Infrastructure (eMI) and HDR/CDS
* Connected with the VistA Patch Release PMO and invited to meetings
* Initiated the review of pilot test scripts

### Task 3 – Software Development

* Not applicable for reporting period

### Task 4 – Software Testing

* Not applicable for reporting period

## Identified Risks and Mitigation

| Risk/Issue | Impact | mitigation | Status |
| --- | --- | --- | --- |
| Contact with the eMI team is critical to maintaining project schedule | High | Get access to eMI website; understand which WebSphere and MQ version is being used; download free trial. | Open |
| Code In Flight (CLIN 0001AJ could not be submitted within the contract deliverable because it requires a PMAS project number. | Low | BITS will contact an OSHERA resource to understand an alternate method of submission. The decision may be to wait and submit the code at the end of this increment. | Open |
| RRC and RTC project setup is not complete as scheduled due to lack of access (CLIN 0002AB) | Low | BITS contacted the Rational Tools Team for access to the tool. | Open |
| If the RSD is not approved by 11/15/15 then the project may not meet the timelines | Moderate | Start on requirements that are the most stable. | Open |
| Project Schedule not submitted to Primavera due to a lack of access | Low | BITS submitted schedule via Microsoft Project and PDF to the COR. | Open |

## Identified Potential Risks and Mitigation

| Risk/Issue | Impact | Mitigation | Status |
| --- | --- | --- | --- |
| eMI current schedule may not allow migration of this functionality within the project schedule. | High | Schedule technical team meeting in November 2015 to determine whether existing planned functionality can be used or develop alternative plan. | Potential |
| Need development environment by 12/15/15 to maintain project schedule. | High | Develop in Innovation Sandbox. | Potential |
| If the SQA environment is not available by 12/15/15 then the project may not meet the quality goals. | High | Test in Innovation Sandbox | Potential |
| If the RSD is not approved by 11/15/15 then the project may not meet the timelines | Moderate | Start on requirements that are the most stable. | Potential |

## Contractor Program Management Plan (CPMP) Changes/Deviations

* Drafted the CPMP during this reporting period. No changes or deviations.

## Meetings/Conference

| Meetings/ Conferences | Meeting Description/ Purpose | Date(s) |
| --- | --- | --- |
| Internal BITS Team Operations Meeting | Internal BITS synchronization for OneVA Project | 09/29/2015  10/01/2015  10/02/2015  10/06/2015  10/07/2015  10/08/2015  10/09/2015  10/12/2015  10/13/2015  10/15/2015  10/26/2015  10/28/2015  10/30/2015 |
| OneVA Pharmacy Project Kick-off Meeting with VA | Official Kick-off of OneVA Pharmacy Project, including Contract Officer and COR’s Expectations, Scope of the Project, Deliverables and related activities | 10/09/2015 |
| Daily Huddle with the COR | Coordinate project activities with the COR and BITS’ Team Leadership | 10/14/2015  10/16/2015  10/19/2015  10/20/2015  10/21/2015  10/23/2015  10/26/2015  10/27/2016  10/29/2015  10/30/2015 |
| Project Introduction Meeting and Overview with Pharmacy Benefits Management (PBM) Leadership | Provide an overview of the project and determine expectations of PBM | 10/15/2015 |
| Project Introduction Meeting and Overview with Health Deposit Repository (HDR)/Clinical Decision Support (CDS) | Provide an overview of the project and determine expectations of HDR/CDS | 10/22/2015 |
| BITS Team Daily Scrum | Coordinate Internal team project activities | 10/12/2015  10/13/2015  10/14/2015  10/15/2015  10/16/2015  10/19/2015  10/20/2015  10/21/2015  10/22/2015  10/23/2015  10/26/2015  10/27/2015  10/28/2015  10/29/2015 |
| OneVA Pharmacy IPT Meeting | Provide key stakeholder and business owner coordination for the project | 10/22/2015  10/29/2015 |

## Anticipated Activities for November 2015

* Create Enterprise Systems Engineering (ESE) Submission
* Set up project in Rational Tool Composer (RTC) and Rational Requirements Composer (RRC)
* Identify deliverable documents that will be required for the project
* Initiate the development of required documents
* Baseline the RSD and obtain signatures
* Baseline PMO and obtain signatures
* Complete the SDD for this increment
* Identify Point of Contact (POC) for eMI and begin interactions
* Develop services for eMI
* Modify VistA MUMPS code
* Create VistA patch in FORUM
* Create Master Test Plan
* Peer review Master Test Plan
* Develop out the test scripts
* Complete initial ASSESS and SEDR submissions
* Upload documents to the Enterprise Testing Services (ETS) site
* Conduct IPT Meetings

## Deliverables

| Deliverable | CLIN | Date | Status |
| --- | --- | --- | --- |
| PMP | 0001AA | 10-30-2015 | Waiting for signatures |
| Kick-off Meeting | 0001AB | 10-09-2015 | Complete |
| Project Schedule\* | 0001AC | 10-10-2015 | Complete/Pending |
| Risk Issues Log | 0001AD | 10-30-2015 | Complete |
| Daily Stand Up Minutes | 0001AL | 10-13-2015,10-19-2015,10-26-2015 | Complete |
| RSD | 0002AA | 10-30-2015 | Complete |
| SDD | 0002AC | 10-30-2015 | Complete |

\*Waiting on access to place schedule in Primavera

## Roster of the BITS Team

|  |  |
| --- | --- |
| Program Role (BITS) | Name |
| Technical/Project Manager | Cecelia Wray |
| Program Manager/ Subject Matter Expert | Sherri Simons |
| Technical Subject Matter Expert | Birali Hakizumwami |
| VistA MUMPS Developer | Brad Fisher |
| System Architect/Java Developer | Antonio Burleson |
| Test Lead | T.J. Cope |
| Project Coordinator/Trainer/Technical Writer | Kathy Coupland |
| QA Tester | Tom Bigelow |

## Delivery Team VA Access Status

| Team Member | CAG Access Status | Status |
| --- | --- | --- |
| Cecelia Wray | CAG Access/Fingerprinted/Waiting for PIV | Full VA access |
| Sherri Simons | CAG Access/Fingerprinted/Waiting for PIV | Full VA access |
| Birali Hakizumwami | On-boarding documents submitted |  |
| Kathleen( Kathy) Coupland | CAG Access/Fingerprinted/Waiting for PIV | Full VA access |
| Tom Bigelow | On-boarding documents submitted |  |
| Brad Fisher | CAG Access | Full VA access |
| TJ Cope | On-boarding documents submitted |  |
| Antonio (Tony) Burleson | On-boarding documents submitted |  |