Accomplishments

- Knowledge Transfer Sessions 1-6
- Shared all documentation with Author team 7/23
- Assist Author on setting up CI/CD for mapping code
- Error reports accessed for records that kick out
- Closed & Author verified 9 Portal clean up tasks
- HPDI Error Logging discussion 7/23

Next Steps

- Remaining Portal Task:
  - Add push of Apigee code in Dev Ops project
  - Footer adjustments/fixes
  - Fixes to be deployed in Prod
  - Provider Directory link
- Tune up CA Policy
- HPDI Tips & Tricks working document

Project: **GHPDI InterOp**
Date: **July 23, 2021**
Overall Status: **Green**

Project Status

SCOPE SCHED. BUDGET RESOURCES

Upcoming

Milestones	Target Date	Status
KT 1: Intro to Whistle	7/8	Complete
KT 2-4: Code Walkthrough	7/12 - 7/15	Complete
KT 5 & 6: Code Walkthrough	7/20 - 7/21	Complete
Post Go Live Tasks	7/22	In Progress
Documentation Handoff	7/22	Complete

Issues/Risks/Notes

- Password criteria – enforce/guide criteria will be part of Drupal 9 upgrade
- Project end date 7/23

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Previous Weeks

Accomplishments

- Knowledge Transfer Sessions 1-4: Intro to Whistle & Code Walkthrough
- Recommendation spreadsheet for Firewall rules & CSCC Violations
- FHIR Conformance & Provider Directory link fixed
- Changed approval request emails to Aakash
- Removed extra labels for input fields
- Privacy Policy in a new window

Next Steps

- Knowledge Transfer sessions 1-5
- Share all documentation with Author team before project end 7/23
- Assist Author on setting up CI/CD for mapping code
- Password criteria – enforce/guide criteria
- Error reports accessed for records that kick out
- Add push of Apigee code in Dev Ops project
- Footer adjustments/fixes
- Tune up CA Policy

Issues/Risks/Notes

Note: Project end date 7/23

Project: **GHPDI InterOp**
Date: **July 16, 2021**
Overall Status: **Green**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
KT 1: Intro to Whistle	7/8	Complete
KT 2-4: Code Walkthrough	7/12 - 7/15	Complete
KT 5 & 6: Code Walkthrough	7/20 - 7/21	Not Started
Post Go Live Tasks	7/22	In Progress
Documentation Handoff	7/22	Not Started

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Accomplishments

- HPDI deployment recordings shared via Sharepoint
- Knowledge Transfer (TK) session 1: Intro to Whistle
- Defect remediation of all low and medium priority issues

Next Steps

- Knowledge Transfer sessions 1-5
- Clean up storage repo for mapping code
- Tips & Tricks document
- Tune up CA Policy
- Firewall rules: Egress & CSCC Violations
- Drupal clean up

Issues/Risks/Notes

No noted risks

Project: **GHPDI InterOp**
Date: **July 9, 2021**
Overall Status: **Green**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
KT 1: Intro to Whistle	7/8	**Complete**
KT 2-4: Code Walkthrough	7/12 - 7/15	**Not Started**
Post Go Live Tasks	7/23	**In Progress**

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Accomplishments

- Author development portal is in production: https://fhir.authorbyhumana.com/
- Additional fields for the "register an app." Registration page for smart apps in the dev portal
- Copy VM from dev dev portal to Prod dev portal
- Defect remediation of all high and critical issues

Next Steps

- Transition activities & post Go-Live Support: Recording of Deployment activities, knowledge transfer, Tips & Tricks
- Tune up CA Policy
- Remaining low priority testing defects
- Firewall rules: Egress
- CSCC Violations (Low & Medium Priority) for HPDI
- Fixup CA policy to allow Smart App edit
- Clean up storage repo for mapping code

Issues/Risks/Notes

No noted risks

Project: **GHPDI InterOp**
Date: **July 2, 2021**
Overall Status: **Green**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Humana Portal Deploy	7/1	Complete
Go Live Tasks	7/1	Complete
Post Go Live Tasks	7/23	In Progress
Transition Tasks	7/23	In Progress

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Accomplishments

- SIT Testing (Humana Dev) complete for Claims & Drug Formularies
- Defect remediation of high and critical issues
- Humana Prod Portal deployment
- Dev Dev Portal redeployed
- Transition tasks: Portal & Apigee knowledge transfer sessions

Next Steps

- Migrate all mapping code to Production code repository - ETA 6/25
- Code to dev dev portal (MW) - ETA 6/25
- Registration page for dev portal & additional fields - ETA 6/28
- Copy code from dev dev portal to Prod dev portal (MW) - ETA 6/27
- 2 steps for integration (Author) - ETA 6/28
- Transition activities & post Go-Live Support: Recording of Deployment activities, knowledge transfer, Author review documentation, Tips & Tricks

Issues/Risks/Notes

1. No noted risks

Project: **GHPDI InterOp**
Date: **June 25, 2021**
Overall Status: **Yellow**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Humana Portal Deploy	6/18	Complete
SIT Testing Complete	6/25	In Progress
Mapping Code Migration	6/25	In Progress
Code to Dev dev Portal	6/25	In Progress
Prod Portal Integration	6/28	Not Started

Accomplishments

- V 1.0.4 deployment in Humana environments (except Prod) & in MW envt 6/17
- SIT Testing (Humana Dev) complete for Sugar Goals, Observations, Medications, Immunizations, Care Team (Nexus)
- Claims Recon: Whistle Mapping for Claims based on scheduled dev
- Resize desktop consent page - 6/15
- Transition tasks: Updated quickstart & installation guides, pointers to which README documents 6/16
- Apigee in Prod deployed 6/17

Next Steps

- Drug Formularies: File updates req'd from Core; apply Interop & MW changes
- Complete SIT Testing in Humana Dev for Claims, Drug Formularies
- Ongoing defect remediation found in defect log via Sharepoint
- Humana Prod deployment
- Humana Prod Portal deployment
- Transition activities & post Go-Live Support: Recording of Deployment activities, knowledge transfer, Author review documentation, Tips & Tricks

Project: **GHPDI InterOp**
Date: **June 18, 2021**
Overall Status: **Yellow**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Upgrade to v 1.0.4 hf1	6/17	**Complete**
Humana Portal Deploy	6/18	**In Progress**
SIT Testing Complete	6/18	**In Progress**
Defect Remediation	6/20	**In Progress**
Dev Portal Complete	6/25	**In Progress**

Issues/Risks/Notes

1. **Risk:** Current Drug Formularies file received from Humana Core is missing required data elements. Humana Core to update file, which will require updates to Interop and FHIR mapping logic. All changes expected to be complete 6/21

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Accomplishments

- V 1.0.4 deployment in Humana environments (except Prod) & in MW envt 6/17
- SIT Testing (Humana Dev) complete for Sugar Goals, Observations, Medications, Immunizations, Care Team (Nexus)
- Claims Recon: Whistle Mapping for Claims based on scheduled dev
- Resize desktop consent page - 6/15
- Transition tasks: Updated quickstart & installation guides, pointers to which README documents 6/16
- Apigee in Prod deployed 6/17

Next Steps

- Drug Formularies: File updates req'd from Core; apply Interop & MW changes
- Complete SIT Testing in Humana Dev for Claims, Drug Formularies
- Ongoing defect remediation found in defect log via Sharepoint
- Humana Prod deployment
- Humana Prod Portal deployment
- Transition activities & post Go-Live Support: Recording of Deployment activities, knowledge transfer, Author review documentation, Tips & Tricks

Issues/Risks/Notes

1. **Risk:** Current Drug Formularies file received from Humana Core is missing required data elements. Humana Core to update file, which will require updates to Interop and FHIR mapping logic. All changes expected to be complete 6/21

Project: GHPDI InterOp
Date: June 18, 2021
Overall Status: Yellow

Project Status

SCOPE SCHED. BUDGET RESOURCES

Upcoming

Milestones	Target Date	Status
Upgrade to v 1.0.4 hf1	6/17	Complete
Humana Portal Deploy	6/18	In Progress
SIT Testing Complete	6/18	In Progress
Defect Remediation	6/20	In Progress
Dev Portal Complete	6/25	In Progress

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Accomplishments

- SIT Testing (Humana Dev) complete for 6 MRM topics, Allergies
- Defect remediation
- Entity ID to login to demo app. Author approved 6/9
- Developer Portal redeployment after v 1.0.3 upgrade
- Naming convention (Apigee): Google backlog & will be new feature in future
- JIRA access for MW
- Apigee knowledge transfer session 6/9
- Private GA version of HPDI solution. Target Date - 6/11

Next Steps

- SIT Testing in Humana Dev for Claims, Care Team Nexus,Observations, Medication & Immunization, MRM Procedures, Drug Formularies
- Claims Recon: Whistle Mapping for Claims based on scheduled dev
- Ongoing defect remediation found in defect log via Sharepoint
- Resize desktop consent page - ETA 6/15
- Transition activities & post Go-Live Support

Project: **GHPDI InterOp**
Date: **June 11, 2021**
Overall Status: **Yellow**

Project Status

SCOPE · SCHED. · BUDGET · RESOURCES

Upcoming

Milestones	Target Date	Status
Developer Portal Redeployed	6/7	Complete
Apigee Knowledge Transfer	6/9	Complete
Private GA version of HPDI solution	6/11	Complete
SIT Testing: Claims, Medications, Immunizations, Drug Form, Observations	6/15	In Progress

Issues/Risks/Notes

1. **Risk:** V 1.0.3 validation in MW RC environment all data subjects validated with exception of Claims due 6/11.
   - **Claims recon process** outstanding pending resolution. Whistle Mapping for Claims based on scheduled development 6/11

Accomplishments

- SIT Testing (Humana Dev) complete for Demographics, Coverage, PCP, Practitioner, Organization, Goals & Opportunities
- Apigee update successful in Humana RC environment
- Drug formularies data steward approval
- Defect remediation for Practitioner, Member, Coverage ID
- SAs require 24 separate IAM role grants across project
- Developer portal demo 6/4
- Creation and maintenance of defect log on Humana Sharepoint

Next Steps

- SIT Testing in Humana Dev for Allergies & MRM topics
- Entity ID to login to demo app instead of email address
- Developer portal demo follow up
- Developer Portal redeployment after v 1.0.3 upgrade
- Developer Portal style and content layout by 6/1 and fully functional 6/7
- Claims Recon: Whistle Mapping for Claims based on scheduled dev
- Naming convention in Apigee

Project: **GHPDI InterOp**
Date: **June 4, 2021**
Overall Status: **Yellow**

Project Status

SCOPE SCHED. BUDGET RESOURCES

Upcoming

Milestones	Target Date	Status
Drug Formulary Approval	6/1	Complete
Apigee Update: Humana RC	6/2	Complete
SIT Testing Allergies & MRM Topics	6/4 - 6/7	In Progress
Developer Portal Fully Functional	6/7	In Progress
SIT Testing Medications, Immunizations, Observations	6/5	Not Started

Issues/Risks/Notes

1. **Delayed:** Developer Portal redeployment after v 1.0.3 upgrade. Original completion by 6/4 however, deprioritized due to SA IAM roles issue (now resolved)
2. **Risk:** V 1.0.3 validation in MW RC environment all data subjects validated with exception of Claims due 6/2. **Claims recon process** outstanding pending resolution next week. Whistle Mapping for Claims based on scheduled development

Accomplishments

- HPDI v 1.0.3 deployment in Humana Dev, RC and Prod environments
- Apigee update successful in MW environment
- V 1.0.3 validation in MW RC environment all data subjects validated with exception of Claims (Claims recon process outstanding pending resolution next week)
- Blockers resolved for billing accounts, SA keys/org policy and identifier issues
- MW Dev - whistle mapping complete for all data subject files
- Consent page approved by Author team
- The "automation" where all drop files are coming over works with the V1.0.3 code
- E2E SIT Testing Demo recording delivered to Author

Next Steps

- SIT Testing in Humana Dev for Coverage, Patient, PCP & Practitioner, Organization, and Sugar
- Drug Formularies data steward approval
- SIT Testing for Provider, MRM and Drug Formulary
- Developer Portal redeployment after v 1.0.3 upgrade
- Developer Portal style and content layout by 6/1 and fully functional 6/4
- Apigee update in Humana RC environment

Project: GHPDI InterOp
Date: May 28, 2021
Overall Status: Yellow

Project Status

SCOPE	SCHED.	BUDGET	RESOURCES
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Upcoming

Milestones	Target Date	Status
V 1.0.3 Deployment in Humana ENVS	5/26	Complete
Drug Formulary Approval	5/27	At Risk
MW UAT Deploy (Member)	6/1	In Progress
Apigee Update in Humana ENV	6/2	In Progress
Developer Portal Fully Functional	6/4	In Progress

Issues/Risks/Notes

1. **Delayed:** Author data steward approval pending for Drug Formularies file
2. **Risk:** V 1.0.3 validation in MW RC environment all data subjects validated with exception of Claims due 6/2. **Claims recon process** outstanding pending resolution next week. Whistle Mapping for Claims based on scheduled development
3. **Note:** Testing dates delayed by 1 day across all data subjects due to Billing ID, patient identifiers, Org policy blockers (resolved 5/26).

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Accomplishments

- HPDI Solution Upgrade to 1.0.3 code and Apigee update available 5/21
- Medical Claims, Medications, Immunizations, MRM Allergies, Care Team - Practitioner/PCP, Claims.problems, Sugar Data, Observations, MRM files (except Procedures) data steward approval complete
- Drop zone buckets created in Humana environment & Perms for Service Accounts validated
- Whistle mapping complete (MW side) for Drug formularies, Observation, Medications, CareTeam MRM, CareTeam PCP, CareTeam Nexus, Procedure MRM, EOB(Rx)
- Descoped Sugar Conditions per Author as code must either be in SNOWMED or ICD -9/10 format. Author does not store required codes so removed from scope
- Member, Practitioner and Pt Demographics through HPDI tool on MW side

Project: GHPDI InterOp
Date: May 21, 2021
Overall Status: Yellow

Project Status

SCOPE	SCHED.	BUDGET	RESOURCES

Upcoming

Milestones	Target Date	Status
Development MW side (Claims, Immunizations, Observations)	5/21	Complete
Unit Testing (Pt. Demo, Org, Provider, Coverage)	5/21	In Progress
Data Steward Approval for all files	5/24	At Risk
Begin UAT Testing	5/25	In Progress
Third Party Consent Page	6/1	In Progress
UX Dev Portal Customization	6/1	In Progress

Next Steps

- HPDI Solution Upgrade to 1.0.3 code and Apigee update
  - Address the identifiers issues and provide the option to map select resources
- Whistle mapping ingestion - Google providing support to MW team
- MRM Procedures & Drug formularies pending data steward approval
- SIT testing: Pt. Demo, Member, Practitioner, Coverage, Allergies, Care Plan
- UX Dev portal customization - landing page & third party consent page 6/1

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Risks/ Blockers/ Action Items

1. **Data workstream:**
   - ○ **Issue:** Author data steward approval pending for remaining files.
     - ● MW/Author: Drug Formularies and MRM Procedures
     - ■ Mitigation: Author to provide approvals for remaining files by 5/24
     - ■ Impact: Delay on development and testing
   - ○ **Issue:** Custom WSLT mappings not yet integrated into automated HPDI solution. Updates are required to the HPDI tool to be compatible with the Humana source files.
     - ■ Mitigation: Updated v 1.0.3 available as of 5/21. MW to upgrade from v. 1.0.2 to v. 1.0.3 timeline to be confirmed by 5/24
       - ● Outcome: New feature provided by Google to help process "other data" files.
     - ■ Impact: Unable to complete unit testing and unable start SIT testing until upgrade to v. 1.0.3
2. **Infrastructure/Dev Portal Workstream**
   - ○ **Issue:** Awaiting updated deployment script from Google for RC environment
     - ■ Mitigation: MW to upgrade from v. 1.0.2 to v. 1.0.3 timeline to be confirmed by 5/24
     - ■ Impact: Unable to start UAT testing targeted to begin 6/1

Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Data Steward Approval for all files	5/21	5/24	Author data stewards to approve.	Y
Unit Testing (Pt. Demo, Org, Provider, Coverage)	5/21	5/25	Due to HPDI issues. MW working with Google to solve issues	Y

Accomplishments

- Drupal integration with Apigee
- Dev Portal up and running in Author environment
- Data steward approval for Rx Claims complete
- Developer portal branding discussion. MW shared latest design updates per Author feedback 5/12
- Drop zone bucket architecture diagram updated and shared with Author team
- MW onboarded 3 additional resources to assist with Data workstream
- Decision on using non-prod dev portal for Dev and RC environments
- Dev Apigee shared flows and proxies pushed and configured in Humana Apigee org

Next Steps

- Clinical Notes data mapping & MRM sources + data steward approval for remaining data files
- Begin SIT testing for Pt. Demo, Organization, Provider, Coverage
- Complete dev for Claims, Observation*, Immunization* (*MW side)
- Medications approval and development
- UX Dev portal customization - landing page & third party consent page 6/1

Issues

1. AI Notebook VM issue - cannot connect to the web interface through the VDI
   - **Mitigation:** Author providing approved mechanism 5/14
   - **Impact:** Blocks MW from development in Author environment for the WSTL maps
2. SSH connection to GCP VMs from VSCode. Currently, when trying to initiate a connection to the VM a prompt for elevated privileges.
   - **Mitigation:** Author providing solution 5/14
   - **Impact:** MW needs to visually interact with files between VDI & portal VM. VSCode via SSH is far more secure than most alternatives.
3. Risk: Author data steward approval pending for remaining files. Outstanding questions need to be asked and answered in timely manner
   - **Mitigation:** MW working with Author to answer outstanding questions using question log. Author to provide approvals for MRM/Clinical Notes Files by 5/18. Remaining files due by 5/13
   - **Impact:** Delay on development and testing

Project: **GHPDI InterOp**
Date: **May 14, 2021**
Overall Status: **Yellow**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Integrate Apigee with Drupal	5/7	Complete
Data Steward Approval (Medical Claims, Allergies, Medications)	5/14	At Risk
Unit Testing (Pt. Demo, Org, Provider, Coverage)	5/14	In Progress
Data Steward Approval for all files	5/18	At Risk
Development (Claims, Immunizations, Observations)	5/21	In Progress

Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Data Steward Approvals for all files (except MRM and Clinical Notes)	5/13	5/14	Author data stewards to approve.	Y

Accomplishments

- Drupal integration with Apigee
- Dev Portal up and running in Author environment
- Data steward approval for Rx Claims complete
- Developer portal branding discussion. MW shared latest design updates per Author feedback 5/12
- Drop zone bucket architecture diagram updated and shared with Author team
- MW onboarded 3 additional resources to assist with Data workstream
- Decision on using non-prod dev portal for Dev and RC environments
- Dev Apigee shared flows and proxies pushed and configured in Humana Apigee org

Next Steps

- Clinical Notes data mapping & MRM sources + data steward approval for remaining data files
- Begin SIT testing for Pt. Demo, Organization, Provider, Coverage
- Complete dev for Claims, Observation*, Immunization* (*MW side)
- Medications approval and development
- Dev portal customization - landing page & third party consent page 6/1

Project: GHPDI InterOp
Date: May 13, 2021
Overall Status: Yellow

Project Status

SCOPE	SCHED.	BUDGET	RESOURCES

Upcoming

Milestones	Target Date	Status
Integrate Apigee with Drupal	5/7	Complete
Data Steward Approval (Medical Claims, Allergies, Medications)	5/13	At Risk
Unit Testing (Pt. Demo, Org, Provider, Coverage)	5/14	In Progress
Data Steward Approval for all files	5/18	At Risk
Development (Claims, Immunizations, Observations)	5/21	In Progress

Issues

1. AI Notebook VM issue - cannot connect to the web interface through the VDI
   - **Mitigation:** Author providing approved mechanism 5/14
   - **Impact:** Blocks MW from development in Author environment for the WSTL maps
2. SSH connection to GCP VMs from VSCode. Currently, when trying to initiate a connection to the VM a prompt for elevated privileges.
   - **Mitigation:** Author providing solution 5/14
   - **Impact:** MW needs to visually interact with files between VDI & portal VM. VSCode via SSH is far more secure than most alternatives.
3. Risk: Author data steward approval pending for remaining files. Outstanding questions need to be asked and answered in timely manner
   - **Mitigation:** MW working with Author to answer outstanding questions using question log. Author to provide approvals for MRM/Clinical Notes Files by 5/18. Remaining files due by 5/13
   - **Impact:** Delay on development and testing

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Clinical Data Mapping	4/16	5/5	MW needs to review with mapping with Author for approval	N
Medical & Pharmacy Claims Mapping	4/23	5/7	Pending Author approval	N
Integrate Apigee with Drupal	5/4	5/7	Due to issues with Apigee configuration. Specifically MW rights in Author environment and service account keys. Also issues with 2fa this week.	N
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/30	5/7	Author data stewards to approve.	N
Member/Provider Dev/Unit Testing (Validation)	5/6	5/7	Validation in process	N

Accomplishments

- Mitigation plan for incremental data mapping effort socialized with leadership
- Dev Apigee shared flows, proxies pushed & configured in Author Apigee org
- Pt. Demographics, Provider/Organization, Provider/Practitioner, Plan Coverage) whistle mapping complete. Validation pending.
- Coverage approval from data stewards complete
- Care Team and Medications Data mapping review with data stewards
- Author pending final review Rx Claims, Observations, Sugar data, Medical Claims
- Auth0 working in Author evnt. Author has source code and will incorporate in repo
- Trial demo of development end-to-end with Author 5/7

Next Steps

- Infrastructure: Apigee Drupal integration in progress 5/7
- Begin Clinical Notes data mapping & MRM sources
- Jay final review of Care Teams and Medications 5/7
- Coverage development/unit testing in progress
- Member/Provider Unit testing 5/10
- Dev portal customization - landing page & consent page 5/12

Project: **GHPDI InterOp**
Date: **May 7, 2021**
Overall Status: **Yellow**

Project Status

SCOPE	SCHED.	BUDGET	RESOURCES

Upcoming

Milestones	Target Date	Status
Initial Dev Portal Design Review	5/5	Complete
Data Mapping Confirmations (Pharmacy/Medical Claims)	5/7	At Risk
HPDI Installation (Apigee Config)	5/4	Complete
Integrate Apigee with Drupal	5/7	In Progress
Member/Provider Dev/Unit Testing (Validation)	5/7	At Risk

Issues

1. Status **Yellow** due to Incremental data and underestimation of data mapping effort that have led to schedule delays.
   - **Mitigation:** MW sourcing 3 additional resources until 5/31 & Author providing MRM SME starting 5/10. MW building detailed plan.
2. Infrastructure workstream further delayed from 4/23 to 5/10 (11 days) due to Apigee configuration issues. Apigee configuration complete. Drupal integration is next step which is currently in progress. Target ETA 5/10
   - **Mitigation:** MW/Google working on Drupal Integration. **Impact:** Overall timeline is not impacted.
3. **Risk:** Delay in Member/Provider SIT testing due to challenges integrating into HPDI tool.
   - **Mitigation:** Google working with MW team to resolve issues **Impact:** Currently not impacting overall data workstream timeline

Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Clinical Data Mapping	4/16	5/5	MW needs to review with mapping with Author for approval	N
Medical & Pharmacy Claims Mapping	4/23	5/7	Pending Author approval	N
Integrate Apigee with Drupal	5/4	5/7	Due to issues with Apigee configuration. Specifically MW rights in Author environment and service account keys. Also issues with 2fa this week.	N
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/30	5/7	Author data stewards to approve.	N
Member/Provider Dev/Unit Testing (Validation)	5/6	5/7	Validation in process	N

Accomplishments

- All initial data mapping complete by MW 3 days early
- Drupal portal implementation complete
- 3-hour outstanding data questions WS with Author data stewards & FHIR experts (Medical/Pharmacy Claims, Plan Coverage, Provider)
- Reviewed data mapping with Author for (Allergies & Intolerance, Labs, Vital Signs, Immunizations, Drug Formularies, Procedures)
- Agreement on versions of Implementation Guides to use with HPDI
- Auth0 & consent API integration demo 4/30

Next Steps

- Infrastructure: Apigee configurations in progress (MW/Google)
- Begin dev portal customization
- Trial demo of development end-to-end with Author
- Data development (Pt. Demographics, Provider/Organization, Provider/Practitioner, Plan Coverage)
- Analysis & Design (Clinical, Medications & Drug Formularies)
- Care Team and Medications Data mapping review with data stewards

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Project: **GHPDI InterOp**
Date: **April 30, 2021**
Overall Status: **Yellow**

Project Status

| SCOPE | SCHED. | BUDGET | RESOURCES |

Upcoming

Milestones	Target Date	Status
Auth0 & consent API integration demo	4/30	Complete
Data Mapping Confirmations (Pharmacy/Medical Claims)	5/3	At Risk
HPDI Installation (Apigee Config)	5/4	At Risk
Integrate Apigee with Drupal	5/4	In Progress
Member/Provider Dev/Unit Testing	5/5	At Risk
Initial Dev Portal Design Review	5/5	In Progress

Issues

1. Infrastructure workstream further delayed from 4/23 to 4/30 (5 days) due to Apigee configuration issues.
   Mitigation: MW/Google working to resolve issues 4/30. Status is **Yellow** as the overall timeline is not impacted.
2. Author sent sample MRM files to MW team 4/28. Risk - format subject to change. Final delivery format not expected until 5/5
   Impact: Need MRM files finalized by 5/5 for upcoming development activities
3. Delay in Member/Provider development/unit testing due to challenges integrating into HPDI tool. Current ETA 5/5
   Mitigation: MW/Google working to resolve issues **Impact:** Currently not impacting overall data workstream timeline

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	4/30	5/4	Due to issues with Apigee configuration. MW rights in Author environment, service account keys and 2fa this week.	N
Clinical Data Mapping	4/16	5/5	MW needs to review with mapping with Author for approval	N
Medical & Pharmacy Claims Mapping	4/23	5/7	Pending Author approval	N
Member/Provider Dev/Unit Testing	4/30	5/5	Due to challenges integrating into HPDI tool	N
Integrate Apigee with Drupal	4/30	5/4	Due to issues with Apigee configuration. Specifically MW rights in Author environment and service account keys. Also issues with 2fa this week.	N
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/30	5/3	Author data stewards to approve.	N

Accomplishments

- All initial data mapping complete by MW 3 days early
- Drupal portal implementation complete
- 3-hour outstanding data questions WS with Author data stewards & FHIR experts (Medical/Pharmacy Claims, Plan Coverage, Provider)
- Reviewed data mapping with Author for (Allergies & Intolerance, Labs, Vital Signs, Immunizations, Drug Formularies, Procedures)
- Agreement on versions of Implementation Guides to use with HPDI
- Auth0 & consent API integration demo 4/30

Next Steps

- Infrastructure: Apigee configurations in progress (MW/Google)
- Begin dev portal customization
- Trial demo of development end-to-end with Author
- Data development (Pt. Demographics, Provider/Organization, Provider/Practitioner, Plan Coverage)
- Analysis & Design (Clinical, Medications & Drug Formularies)
- Care Team and Medications Data mapping review with data stewards

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Project: GHPDI InterOp
Date: **April 30, 2021**
Overall Status: **Yellow**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Auth0 & consent API integration demo	4/30	Complete
Data Mapping Confirmations (Pharmacy/Medical Claims)	5/3	At Risk
HPDI Installation (Apigee Config)	5/4	At Risk
Integrate Apigee with Drupal	5/4	In Progress
Member/Provider Dev/Unit Testing	5/5	At Risk
Initial Dev Portal Design Review	5/5	In Progress

Issues

1. Infrastructure workstream further delayed from 4/23 to 4/30 (5 days) due to Apigee configuration issues.
   Mitigation: MW/Google working to resolve issues 4/30. Status is **Yellow** as the overall timeline is not impacted.
2. Author sent sample MRM files to MW team 4/28. Risk - format subject to change. Final delivery format not expected until 5/5
   Impact: Need MRM files finalized by 5/5 for upcoming development activities
3. Delay in Member/Provider development/unit testing due to challenges integrating into HPDI tool. Current ETA 5/5
   Mitigation: MW/Google working to resolve issues **Impact:** Currently not impacting overall data workstream timeline

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	4/30	5/4	Due to issues with Apigee configuration. MW rights in Author environment, service account keys and 2fa this week.	N
Clinical Data Mapping	4/16	5/5	MW needs to review with mapping with Author for approval	N
Medical & Pharmacy Claims Mapping	4/23	5/7	Pending Author approval	N
Member/Provider Dev/Unit Testing	4/30	5/5	Due to challenges integrating into HPDI tool	N
Integrate Apigee with Drupal	4/30	5/4	Due to issues with Apigee configuration. Specifically MW rights in Author environment and service account keys. Also issues with 2fa this week.	N
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/30	5/3	Author data stewards to approve.	N

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Accomplishments

- Completed initial HPDI installation in Author GCP environment & Drupal
- Google/MW provided resources to support data stream with FHIR expertise
- Data steward review for Pharmacy Claims, Medical Claims, Sugar Data
- Architecture diagram review & sign off by Author (drop zones)
- Validate Apigee integration with Auth0
- Provider Directory POC demo 4/23
- Reviewed sample data test case scenarios 4/23

Next Steps

- Infrastructure: Apigee configurations in progress (MW/Google)
- Auth0 & consent API integration POC
- Begin dev portal customization
- Complete all data mapping confirmations
- Begin data development (Pt. Demographics, Provider/Organization, Provider/Practitioner, Plan Coverage)
- Analysis & Design (Clinical, Medications & Drug Formularies)

Project: **GHPDI InterOp**
Date: **April 23, 2021**
Overall Status: **Yellow**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Initial HPDI deployment	4/19	Complete
Configure Author GCP environment	4/23	At Risk
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/23	At Risk
Validate Apigee integration with Auth0	4/23	Complete
All Data Mapping Confirmation complete	4/28	At Risk
Deploy generic Drupal dev portal to Humana environment	4/29	Complete

Issues

1. Infrastructure workstream further delayed from 4/19 to 4/23.(4 days). Installation & Drupal configuration complete 4/23. Apigee configuration to be completed EOD 4/23 but delayed due to issues to be solved with Google around automated deploy.
   - Mitigation: MW/Google meeting 4/26 to complete
2. Delay in data mapping approval for Sugar, Claims, Organization, Practitioner from 4/23 to 4/28 due to outstanding questions (Author & MW). Putting schedule status in **Yellow**.
   - Mitigation: Development is not blocked and proceeding as planned. MW looking at extra sessions to answer outstanding questions.
3. Open questions: Agreement on appropriate version of Implementation Guides to use with HPDI. Are newer versions backwards compatible?
   - Mitigation: MW FHIR SME's will be on hand to discuss as part of 4/27 Data Mapping Finalization meeting

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	4/19	4/23	Scaffolding & installation delay. Drupal and Apigee configuration in progress.	Y
All Data Mapping Confirmation complete	4/28	5/7	Due to outstanding questions on MW and Author sides.	Y
Clinical Data Mapping	4/16	5/5	MW needs to review with mapping with Author for approval	N
Medical & Pharmacy Claims Mapping	4/23	5/7	MW needs to review with mapping with Author for approval	N

SIGNIFICANT PROJECT RISKS

Project: GHPDI InterOp
Date: April 19, 2021
Overall Status: Yellow

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Accomplishments

- Data mapping confirmation (Organization, Practitioner, Coverage, Pt. Demographics)
- Analysis & Design: Clinical Data
- Architecture diagram review
- Initial Auth0 / Apigee discussion 4/13

Next Steps

- Complete scaffolding
- Complete HPDI installation in Author GCP test environment
- HRP Sources (Claims/EOB, Patient, Provider, Coverage): Ready to pilot
- Data mapping confirmation (Pharmacy Claims, Medical Claims, Sugar Data)
- Follow up Auth0/ Apigee & consent API
- Test Provider Directory POC
- Confirm testing timeline with Author
- Architecture diagram review follow up

Upcoming

Milestones	Target Date	Status
Medications sample data	4/12	At Risk
Infra Arch Diagram Review	4/16	Complete
Scaffolding in Author GCP	4/16	Complete
Configure Author GCP environment	4/19	At Risk
Initial HPDI deployment	4/19	At Risk
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/23	In Progress

Issues

1. Infrastructure workstream was further delayed this week due to bugs regarding scaffolding. Google resolved scaffolding issues 4/15, completed scaffolding in Author GCP 4/16. Initial HPDI deployment still at risk due to shortened timeline.
   - Mitigation: Author to create Cloud Ops workspace 4/16 so MW/Google can start and complete Installation by 4 /19
2. Risk: Sample Data Delay - **Medications** (received 1 of 4 files) - due 4/12
   - Mitigation: Author confirmed to provide remaining files 4/19

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	4/12	4/19	Scaffolding needed to start installation delay.	Y
Initial HPDI deployment	4/16	4/19	Scaffolding needed to start installation delay.	Y
Connect Author HPDI to Auth0	3/23 - 4/2	4/16 - 4/23	Due to dependency on deploying HPDI solution to Author GCP test envt	Y
Architecture Diagram Review	4/13	4/16	MW delayed due to addressing critical path issues	N

SIGNIFICANT PROJECT RISKS

Project: GHPDI InterOp
Date: April 16, 2021
Overall Status: Yellow

Project Status

SCOPE 🟢 | SCHED. 🟡 | BUDGET 🟢 | RESOURCES 🟢

Accomplishments

- Data mapping confirmation (Organization, Practitioner, Coverage, Pt. Demographics)
- Analysis & Design: Clinical Data
- Architecture diagram review
- Initial Auth0 / Apigee discussion 4/13

Next Steps

- Complete scaffolding
- Complete HPDI installation in Author GCP test environment
- HRP Sources (Claims/EOB, Patient, Provider, Coverage): Ready to pilot
- Data mapping confirmation (Pharmacy Claims, Medical Claims, Sugar Data)
- Follow up Auth0/ Apigee & consent API
- Test Provider Directory POC
- Confirm testing timeline with Author
- Architecture diagram review follow up

Upcoming

Milestones	Target Date	Status
Medications sample data	4/12	At Risk
Infra Arch Diagram Review	4/16	Complete
Scaffolding in Author GCP	4/16	Complete
Configure Author GCP environment	4/19	At Risk
Initial HPDI deployment	4/19	At Risk
Data Mapping Confirmations (Pharmacy/Medical Claims)	4/23	In Progress

Issues

1. Infrastructure workstream was further delayed this week due to bugs regarding scaffolding. Google resolved scaffolding issues 4/15, completed scaffolding in Author GCP 4/16. Initial HPDI deployment still at risk due to shortened timeline.
   - Mitigation: Author to create Cloud Ops workspace 4/16 so MW/Google can start and complete Installation by 4 /19
2. Risk: Sample Data Delay - **Medications** (received 1 of 4 files) - due 4/12
   - Mitigation: Author confirmed to provide remaining files 4/19

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	4/12	4/19	Scaffolding needed to start installation delay.	Y
Initial HPDI deployment	4/16	4/19	Scaffolding needed to start installation delay.	Y
Connect Author HPDI to Auth0	3/23 - 4/2	4/16 - 4/23	Due to dependency on deploying HPDI solution to Author GCP test envt	Y
Architecture Diagram Review	4/13	4/16	MW delayed due to addressing critical path issues	N

SIGNIFICANT PROJECT RISKS

Project: GHPDI InterOp
Date: April 9, 2021
Overall Status: Yellow

Project Status

SCOPE · SCHED. · BUDGET · RESOURCES

Accomplishments

- Data mapping confirmation (Pt. Demographics)
- Design phase in progress: EOB (Medical & Pharmacy)
- Architecture diagram draft ready for review
- HRP Sources confirmed to have separate buckets (Member, Org, Provider)
- Communication for drop zones confirmed

Next Steps

- HRP Sources (Claims/EOB, Patient, Provider, Coverage): Ready to pilot
- Confirming Regression/UAT testing timeline with Author
- Data mapping confirmation (Coverage, Claims)
- Auth0 / Apigee discussion 4/13
- Complete scaffolding/HPDI installation

Upcoming

Milestones	Target Date	Status
Medications sample data	4/12	In Progress
Infra Arch Diagram Review	4/13	In Progress
Configure Author GCP environment	4/16	At Risk
Initial HPDI deployment	4/16	At Risk
Clinical Data Mapping	4/16	In Progress

Issues

1. Infrastructure workstream was initially delayed by open questions, however checklist has been turned over. Initial HPDI deployment still at risk due to shortened timeline.
    - Mitigation - Google/MW working to resolve fixes to start deployment 4/9. Installation from 4/12 - 4/16.
2. Risk: Delay in test endpoints and API key for Provider Directory PoC (Humana Core API). Consent API by 4/16. Author to provide ETA.
    - Mitigation - Author connecting internally 4/9 or early next week on ETA. Author & MW to have risk mitigation meeting 4/12.
3. Risk: MW requires delta data to be able to begin data development work originally by 3/31. Pushed to 4/22. Author to confirm ETA by 4/8 EOD
4. Risk: Sample Data Delay - **Medications** - due 4/12
5. Risk: Data steward feedback on the patient demographics. Need to ensure we are loading data correctly.

Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	4/12	4/16	Product fixes complete 4/9 needed to start installation	Y
Initial HPDI deployment	4/12	4/16	Product fixes complete 4/9 start installation	Y
Sample Data Delay (Medications)	3/30	4/12	Humana needs API data	Y
Connect Author HPDI to Auth0	3/23 - 4/2	4/16 - 4/23	Due to dependency on deploying HPDI solution to Author GCP test envt	Y
Rx EOB Delta Data	4/15	4/22	Author to confirm date	N
Provider Directory Test Endpoints	4/2	4/16	Author delay with vendor	Y

Maven Wave

Accomplishments

- HPDI checklist complete and turned over to the MW team!
- Discussion: Data Walkthrough (EOB-Medical & Claims)
- Data nomenclature updated in Asana to include 26 data subjects
- Data analysis in progress: EOB (Medical & Pharmacy) - started data design phase
- Installation of Apigee in mwHPDI to publish Apigee proxies
- Drupal portal implementation 4/2 in MW environment for testing

Next Steps

- HRP Sources (Claims/EOB, Patient, Provider, Coverage): Ready to pilot in MW environment, clearing blockers
- Provider Directory PoC (Humana Core API): Author to send endpoints.
- End to end diagram of solution

Project: **GHPDI InterOp**
Date: **April 2, 2021**
Overall Status: **Yellow**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date	Status
Mapping Claims	4/2	**In Progress**
Confirm HRP Data Mapping	4/6	**In Progress**
Infra Arch Diagram Draft	4/8	**In Progress**
Medications sample data	4/12	**In Progress**
Configure Author GCP environment	4/12	**At Risk**
Initial HPDI deployment	4/12	**At Risk**

Issues

1. Infrastructure workstream was initially delayed by open questions, however checklist has been turned over. Initial HPDI deployment still at risk due to shortened timeline. Google, Humana, MW met on 3/29 to resolve open issues.
   - Mitigation - Humana to meet internally 4/1 regarding open issues. Discussion on security issues with Aakash 4/2.
2. HRP Sources - Since this is a batch oriented process Author must create architecture to land data
   - Mitigation - Need clarification and drop dead date by Author
3. Risk: MW requires delta data to be able to begin data development work originally by 3/31. Receiving delta data from Author 4/15.
4. Sample Data Delay - **Medications** - due 4/12

Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Configure Author GCP environment	3/24	4/12	Dependent on 3/29 infra call	Y
Initial HPDI deployment	3/26	4/12	Dependent on 3/29 infra call	Y
Sample Data Delay (Medications)	3/30	4/12	Humana needs API data	Y
Infrastructure Manifest and Architecture Diagram Draft	3/31	4/8	Author to provide feedback after getting approvals	N
Infrastructure Diagram Review	4/1 - 4/6	4/9 - 4/13	Dependent on "Infrastructure Manifest and Architecture Diagram Draft"	N
Technical Design Document	4/8	5/10	Due to complexity TDD is more involved as it will be an 40-50 page document	N
Connect Author HPDI to Auth0	3/23 - 4/2	4/16 - 4/23	Due to dependency on deploying HPDI solution to Author GCP test envt	Y

Maven Wave

Accomplishments

- Sample data has been received by MW team (outstanding files identified in issue section)
- Discussion: Data Walkthrough (Member, Provider, Coverage), HRP
- Data file names / nomenclature agreed upon
- Data analysis in progress: Member/Patient, Practitioner, Organization, Encounter, Clinical. Once complete moving to data design phase
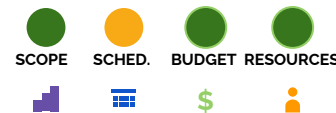- Change order scope redlines received and are being worked through

Next Steps

- HRP Sources- Claims, Patient, Provider. Where, what and how
- Provider Directory PoC (Humana Core API). Where, what and how
- End to end diagram of solution
- Onboarding in progress: Ethics training & VDI access
- Drupal portal implementation
- Data Mapping - Matching nomenclature in Asana

Project: **GHPDI InterOp**
Date: **March 26, 2021**
Overall Status: **Yellow**

Project Status

SCOPE · SCHED. · BUDGET · RESOURCES

Upcoming

Milestones	Target Date:	Status
Onboarding MW/Google	3/10	At Risk
Remaining sample data	3/30	In Progress
Mapping Claims	3/31	In Progress
Complete GHPDI Checklist	4/12	At Risk
Configure Author GCP environment	4/12	At Risk
Initial HPDI deployment	4/12	At Risk

Issues

1. Infrastructure workstream delayed due to open questions between Author and Google. This could potentially impact overall timeline if not mitigated quickly.
   - Mitigation - Google, Humana, MW meeting on 3/29 to resolve open issues.
2. HRP Sources - for the Design we will need to know where source data will be located, what for data formats we are expecting, and how often data will be processed
   - Mitigation - Meeting to resolve issue 3/26 with Sarah, Dan B and Jeff
3. Sample Data Delay - **Drug Formularies** - due 4/6
4. Sample Data Delay - **Medication** - due 4/6

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Milestone Tracker

Milestone	Original Date	New Date	Reason	Schedule Impact (Y/N)
Complete GHPDI Checklist	3/24	4/12	Infra call rescheduled, questions remain outstanding	Y
Configure Author GCP environment	3/24	4/12	Dependent on 3/29 infra call	Y
Initial HPDI deployment	3/26	4/12	Dependent on 3/29 infra call	Y
Sample Data Delay (**Medication and Drug Formularies)**	3/30	4/12	Humana needs API data	Y
Finish installing Apigee in mwhpdi1	3/24	3/31	Google scripts failing in MW HPDI	Y

Accomplishments

- Team structure established and onboarding progressing
- Onboarding kickoff 3/1
- 3/2 Initial Tech FHIR discussion
- Scheduled meeting cadences
- Slack group chat created
- 3/3 Initial Infrastructure discussion (Alex N & Aakash S)

Next Steps

- Finalize onboarding for MW and Google resources
- Asana updating with project plan and milestones
- MW Data team will begin to understand the data files and create a data mapping strategy
- MW Infrastructure team to understand ClearData compatibility
- 3/10 Auth Exploration discussion
- 3/12 Real Time API discussion
- Infrastructure deep dive discussion (TBD)

Risks / Issues

1. Onboarding MW and Google teams
2. Humana to provide 50% of sample data sets, delta data/schema to MW
3. Understanding of ClearData and how it will interact with the solution

Project: **GHPDI InterOp**
Date: **March 5, 2021**
Overall Status: **Green**

Project Status

SCOPE	SCHED.	BUDGET	RESOURCES

Upcoming Milestones

Milestones	Target Date:	Status
Onboarding MW/Google	3/10	In Progress
Auth Exploration Deep Dive	3/10	
Real Time API Discussion	3/12	

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Accomplishments

- 3/9 FHIR data file walkthrough
- 3/10 Auth0 requirements discussed, documented
- Resolved ClearDATA HPDI integration issues
- Scoping sessions held to better understand what data transformation is needed

Next Steps

- Finalize onboarding for MW and Google resources
- Asana updating with project plan and milestones
- MW Data team is reviewing the data files and creating a data mapping strategy
- Humana to provide 50% of sample delta data and schema to MW
- Apigee/Auth0 integration testing in MW HPDI instance
- Infrastructure deep dive discussion (TBD)

Project: **GHPDI InterOp**
Date: **March 12, 2021**
Overall Status: **Green**

Project Status

SCOPE   SCHED.   BUDGET   RESOURCES

Upcoming

Milestones	Target Date:	Status
Onboarding MW/Google	3/10	At Risk
Auth Exploration Deep Dive	3/10	Complete
Real Time API Discussion	3/12	In Progress
Data Analysis Walkthrough	3/16	In Progress
Understanding ClearData integration	3/11	Complete
Project Plan Milestones	3/15	In Progress
Detailed Project Plan	3/19	In Progress

Issues

1. Scoping sessions for data acquisition are still taking place.
   - Mitigation - Scoping session took place between Google and Humana on 3/12. Follow up sessions scheduled as needed. These sessions are needed to understand how Humana can deliver the needed delta data.
2. Onboarding - MW is unable to install a second MDM on currently issued laptops.
   - Mitigation - Both MW and Humana are looking into alternative devices.

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Accomplishments

- Onboarding issue for MW / Google has been resolved, onboarding is progressing
- Project plan with key milestones has been updated
- Sample data has been received by MW team (outstanding files identified)
- Discussion: Drupal, Data Analysis Walkthrough, HPDI Quick Start Guide
- Running some POCs with Data Transformations (Member/Patient)

Next Steps

- Onboarding in progress (access to VM), Ethics training in progress
- Drupal portal implementation
- Meeting with Author to define Data understanding - analysis & design
- Data analysis in progress: Member/Patient, Practitioner, Organization, Encounter, Clinical. Once complete moving to data design phase.

Project: **GHPDI InterOp**
Date: **March 19, 2021**
Overall Status: **Green**

Project Status

SCOPE — SCHED. — BUDGET — RESOURCES

Upcoming

Milestones	Target Date:	Status
Onboarding MW/Google	3/10	At Risk
Data Analysis Walkthrough	3/19	In Progress
HPDI Guide Walkthrough	3/19	In Progress
Complete GHPDI Checklist	3/24	At Risk
Configure Author GCP environment	3/24	In Progress
Initial HPDI deployment	3/26	In Progress
Mapping Claims/Encounters	3/25	In Progress

Issues

   ...ing sessions for data acquisition are still taking place.
- Mitigation - Scoping took place between Google and Humana on 3/12. SOW for CR will be delivered to Google by 3/19
2. HPDI Checklist delayed due to open questions between Author and Google. This could potentially impact overall test environment deployment.
- Mitigation - Google, Humana, MW meeting on 3/19 to resolve open issues.
3. Sample Data Delay - due 3/30

Graveyard

Proposed Meeting Cadence

Meeting Cadence	Frequency	Attendees	MW Availability
Technical stand ups	Daily (15 minutes)	Technical Teams (Author, MW, Google)	8:30 - 10AM CT
Touchpoint	Weekly (30 minutes)	Charles, Amita, Sarah, Aakash, other Author Stakeholders (etc)	Thursdays: 11-1:30PM CT Fridays: 12-2PM CT
Steer Co	Monthly (30 minutes)	All stakeholders	Wednesdays: 12PM - 3PM CT
Charles x Amita touchpoint	Daily for first few weeks (30 minutes)	Charles, Amita, Uma (optional)	M,W,Th (11AM - 5pm CT)

Maven Wave