

1 Deliverable Description

ID and Title: D-30 Go-Live Document

Description: Documentation in support of the Exchange go-live event. This document will provide supporting documentation of meeting go-live criteria.

2 Content

Content Item	Description
1. Approval to Operate (ATO)/Approval to Connect (ATC)	
2. Approvals for the following Deliverables	
2.1. Deliverable: D-26 Implementation Plan	Descriptions and procedures of how the exchange solution will be installed, deployed, and transitioned into an operational system.
2.2. Deliverable: D-27 Contingency/Recovery Plan	This deliverable is intended to serve as the centralized repository for the information, tasks, and procedures that would be necessary to facilitate the VT HBE management's decision-making process and its timely response to any disruptive or extended interruption of the department's normal business operations and services. It is formatted in accordance with NIST Special Publication 800-34 and required by CMS.
2.3. Deliverable: D-28 Data Use Agreement/Data Exchange Agreement/Interconnection Security Agreement	
2.4. Deliverable: D-29 Test Reports	<p>A series of test reports will be delivered that will show an overview the status of the testing efforts.</p> <p>The reports will document the test results including any errors and resolutions identified as a part of the test. The report will summarize the results and whether the objectives of the test were met.</p>
3. Identified Problem Report	Identifies problems in deliverables.
4. Operational Readiness Review Results	The results of the Operational Readiness Review

3 Development and Review Plan

Approver: Lindsey Tucker

Reviewers: Maureen Connolly, Justin Tease, Dana Houlihan, Les Birnbaum, Tena Perrelli, Greg Paradiso, Margot Thistle, Sean Sheehan, Michael Morey, Nicole Weidman, Gartner

Work plan tasks:

Task Name	Start	Finish
Deliverable: (D-30) Go-Live Document	Tue 9/3/13	Thu 11/7/13
Create Deliverable	Tue 9/3/13	Tue 10/1/13
Approval to Operate (ATO)/Approval to Connect (ATC)	Tue 9/3/13	Mon 9/30/13
Finalize all documentation and attain CMS approval	Tue 9/3/13	Mon 9/30/13
Prepare for System Launch	Tue 9/3/13	Mon 9/16/13
<i>Milestone: Call Center Live</i>	<i>Mon 9/16/13</i>	<i>Mon 9/16/13</i>
<i>Milestone: Website Launched</i>	<i>Mon 9/16/13</i>	<i>Mon 9/16/13</i>
Launch Exchange System & Launch Support	Tue 9/17/13	Tue 9/17/13
<i>Milestone: Exchange Go-Live</i>	<i>Tue 10/1/13</i>	<i>Tue 10/1/13</i>
VT Milestones 17 and 18 Approval Process	Wed 9/18/13	Thu 11/7/13
Prepare VT Milestones 17 and 18 Demonstration	Wed 9/18/13	Tue 10/1/13
Conduct VT Milestones 17 and 18 Demonstration	Wed 10/2/13	Tue 10/15/13
Achieve Formal Acceptance of Milestones 17 and 18 Demonstration	Wed 10/16/13	Wed 10/16/13
Completed Correction of Identified Problems Report	Wed 10/2/13	Thu 11/7/13
Draft the Compl Correction of Identified Problems	Wed 10/2/13	Tue 10/22/13
Peer Rev the Compl Correction of Identified Problems	Wed 10/23/13	Tue 10/29/13
U/D the Compl Correction of Identified Problems	Wed 10/30/13	Wed 10/30/13
Deliver the Compl Correction of Identified Problems	Thu 10/31/13	Thu 10/31/13
SOV Rev & Appr - Compl Correction of Identified Problems	Fri 11/1/13	Thu 11/7/13

4 Acceptance Criteria

The preliminary criteria listed below must be met for go-live. The SOV and CGI will develop the final go-live criteria as set forth in the PMP and conduct Preliminary Operational Readiness and Operational Readiness Reviews to assess the Exchange and supporting infrastructure and staff for readiness to go live. The go-live definition may be supplemented with criteria from the Operational Readiness Plan and/or Implementation Plan upon their completion.

- Tested code has been successfully released into the production environment.
- SOV has reviewed and approved evidence of testing deliverables.
 - ▶ Network: devices, connectivity, security
 - ▶ Hardware: hosting environment, servers, universal power supply (UPS), and storage
 - ▶ Backup server(s) in place
 - ▶ Interfaces: all in scope Federal and State system interfaces and interfaces with key partners (e.g., Carriers, Premium Processing vendor, Customer Support, etc.)
 - ▶ Software:
 - Unit testing to ensure all system build is complete for:
 - Screens
 - Templates
 - Reports
 - System testing to ensure data pass from one function to another to support critical workflows in each of the CMS identified Exchange Components per 7/22/2013 milestone in Exhibit C

- ▶ Security, performance, and load testing is complete
- All deliverables have been approved by SOV and submitted to CMS
- Post-production readiness plan

DISCUSSION DRAFT