



Project Communications Plan: Children and Youth Cabinet Data Sharing Project

Florida Department of Children and Families

Friday, 6 March 2009

Final Version

Revision and Signoff Sheet

Change Record

Date	Author	Version	Change reference
02/9/2009	Alicia Chevtaikin	1.0	Initial draft for review/discussion
02/13/2009	Alicia Chevtaikin	2.0	Reviewed with Jennifer Diaz and Chris Blakeslee and made further edits
02/16/2009	Alicia Chevtaikin	3.0	Final Review with Jennifer Diaz and Chris Blakeslee
2/24/09	Alicia Chevtaikin	Final 1.0	Received all lead policy coordinator information

Reviewers

Name	Version approved	Position	Date
Jennifer Diaz	Final 1.0	Project Manager	2/25/09

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1 PROJECT NARRATIVE – PHASE I

Project Name: Children and Youth Cabinet Data Sharing Project – Phase I

Project Start Date: 1/21/09

Project Sponsor: Jim Kallinger, Florida's Chief Child Advocate

Proposed Project End Date: March 15, 2010

Project Director: Antonia Crawford, Chairman of the Early Learning Coalition of Duval

Project Manager: Jennifer Diaz, Executive Office of the Governor

Project Team: OSCA, DCF, DOH, APD, GAL, AHCA, AWI, DJJ, DOE Leads

Key Contact, Phone #(s): Jennifer Diaz, 850-922-0082

Last Updated: 3/6/2009

The scope of Phase I includes working with the eight health and human services state agencies of Florida to share data access across existing state systems in order to enhance the services for the people of Florida.

Currently, the Judicial Inquiry System (JIS) is housed and maintained at the Office of State Court Administrators (OSCA) which already contains connections to multiple systems. This project includes setting up eight data sources (connections) and adding access for up to 1,000 people in all eight state agencies. Phase I also consists of connecting the participating Cabinet agencies' data sources with the existing sources provided by OSCA. This phase will also include 10 data exchanges to allow the cabinet agencies to effectively exchange data between all agencies.

Users will have seamless access between the new agency data sources and the existing sources at OSCA. This instance will also fulfil the capacity requirements of additional agency service providers using the system. In addition to the software required for this solution, technical resources will be required to support the users which will be housed at OSCA. The recommended approach to accomplishing this scope is to divide and conquer in staged activities.

The first activity is the project planning, requirements gathering, and cost analysis. The objectives of this activity are to develop the requirements and technical specifications for this project and the associated costs. In addition, a realistic work plan for the project will be developed in conjunction with all state agencies involved.

The second activity of Phase I will involve all the technical work and system testing necessary to set up the data connections and exchanges between all the agencies involved with this project. The third activity of Phase I includes full customer acceptance testing of the products and implementation of all changes.

The last activity of Phase I includes all train the trainer sessions, communication, documentation, and project initiative marketing. We will also conduct lessons learned sessions with all stakeholders to ensure future roll-outs and enhancements to the JIS system are implemented smoothly.

2 EXECUTIVE STEERING COMMITTEE

An Executive Steering Committee will be made up of members of the Children and Youth Cabinet. The Committee shall be briefed regularly on the project. The Committee will be informed of any project risks and escalations.

Name	
Lt. Governor Jeff Kottkamp	Chairman, Children and Youth Cabinet
Secretary George Sheldon	Department of Children and Families
Secretary Frank Peterman, Jr.	Department of Juvenile Justice
Secretary Holly Benson	Agency for Health Care Administration
Director James DeBeaugrine	Agency for Persons with Disabilities
Interim Director Cynthia Lorenzo	Agency for Workforce Innovation
State Surgeon General Ana Viamonte Ros	Department of Health
Commissioner Eric J. Smith	Department of Education
Statewide Director Theresa Flury	Guardian Ad Litem Office
Jim Kallinger	Florida's Chief Child Advocate
Judy Schaechter	Physician and professor at the University of Miami, Mailman Center for Child Development
David Lawrence Jr.	President of the Early Childhood Initiative Foundation in Miami and "University Scholar for Early Childhood Development and Readiness" at the University of Florida
Donna Gay Lancaster	Executive Director of Juvenile Welfare Board Children's Services Council of Pinellas County
Antonia Crawford	Chairman of the Early Learning Coalition of Duval
Dick Batchelor	President of Dick Batchelor Management Group
Senator Nan Rich	Designee of Florida Senate President Jeff Atwater
Representative Lorraine Ausley	Designee of Speaker, Florida House of Representatives
South Florida Deputy Attorney General Cynthia Guerra	Designee of Attorney General Bill McCollum
Justice Fred Lewis	Designee of the Chief Justice, Florida Supreme Court
Maureen S. Dinnen	Vice Chair, Broward County School Board, Designee of Chief Financial Officer Alex Sink

3 CORE TEAM CONTACT LIST

The Project Core Team will lead project activities for the duration of the project. The core project team members and their roles are:

Name	Role	Email	Responsibility
Jim Kallinger	Project Sponsor		Champions the initiative
Toni Crawford	Project Director	Tcrawford989@aol.com	Inform Executive Steering Committee; Convene Interagency Committee, Set Direction for project and approve deliverables
Jennifer Diaz	Project Manager	Jennifer.Diaz@eog.myflorida.com	Manage risks, schedule, communication, quality, issues, scope, moderate all information distribution and approve items to be posted on project web site
Alicia Chevtaikin	Project Lead	Alicia_chevtaikin@dcf.state.fl.us	Support Project Manager functions
Christina Blakeslee	Implementation Manager	blakeslc@flcourts.org	Lead and oversee technical implementation; manage project costs and budget
John Douglas	Consensus Leader	John.Douglas@LASPBS.STATE.FL.US	Gain consensus at kick off meeting for which eight data sources will be selected
Ramin Kouzehkanani	DCF Lead Policy Coordinator	Ramin_Kouzehkanani@dcf.state.fl.us	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager
Ron Lauver	DOE Lead Policy Coordinator	ron.lauver@fldoe.org	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager
Tom Herring	DOH Lead Policy Coordinator	Tom_Herring@doh.state.fl.us	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager
Celeste Gutierrez-Sanders	APD Lead Policy Coordinator	Celeste_Sanders@dcf.state.fl.us	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager
Kristen KruegerGriswald	GAL Lead Policy Coordinator	kristen.kruegergriswald@gal.fl.gov	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager
Michele Tallent	AHCA Lead Policy Coordinator	tallentm@ahca.myflorida.com	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager

Dave Kallenborn	DJJ Lead Policy Coordinator	dave.kallenborn@djj.state.fl.us	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager
Matt Guse	AWI Lead Policy Coordinator	Matt.Guse@flaawi.com	Champion project within agency; ensure proper subject matter experts are participating in JAD sessions, attend all JAD sessions, report progress to Project Manager

4 PROJECT CONTENT MANAGEMENT

CYC Data Sharing Project web site will serve as the project repository for all documentation. All agency teams are responsible for sending all deliverable information to the Project Management Team and staying informed regularly by checking the web site.

- Meeting minutes and action items shall be posted within 3 days of each meeting.
- The Project Manager is responsible for updating the project management plan, project schedule, risks log, issues log, and providing weekly status reports.
- The Project Manager is also responsible for ensuring that all appropriate information related to the project is added to the CYC Data Sharing Project web site for all to learn.
- An email mailing list should be created for each of the agency's workgroups for JAD's. This mailing list will be used to distribute information about upcoming meetings and other important information.

Project Web Site for all final materials: http://www.flgov.com/youth_cabinet_datasharing

Project Web Site for all working materials during the JAD Sessions:
www.cycproject.myflorida.com

Mailing list for the Project Management Team: CYC_Data_Sharing_Project@dcf.state.fl.us

5 INFORMATION DISTRIBUTION

5.1 Communication Plan

What	Responsible for?	Target	Purpose	When/Frequency	Type/Method(s)
Distribute Project Management Plan	Project Mgr	Key stakeholders	Distribute plan to alert stakeholders of project scope and to gain buy in.	Before Kick Off Meeting	Document distributed electronically.
Project Kick Off		All stakeholders	Communicate plans and stakeholder roles/responsibilities. Encourage communication among stakeholders.	At or near Project Start Date	Meeting – Distribute the Project Management Plan, schedule, and communication plan
Status Reports	Project Mgr	All stakeholders	Update stakeholders on progress of the project.	Regularly scheduled. Monthly is recommended for large and mid-size projects.	Distribute electronically and post on project web site repository: Template: CYC Data Sharing Project Phase I - StatusReportTemplate.doc
Team Meetings	Project Mgr schedules mtgs	Individual meetings for sub-teams, technical team, and functional teams as appropriate.	To review detailed plans (tasks, assignments, issues, and action items).	Regularly scheduled. Weekly is recommended for entire team. Weekly or bi-weekly for sub-teams as appropriate.	Meeting Template: CYC Data Sharing Project Phase I - Meeting Agenda Blank.doc & CYC Data Sharing Project Phase I - Meeting Minutes Blank.doc
Project Steering Committee Meetings	Project Mgr schedules mtgs	Project Steering Committee and project manager	Update Project Steering Committee on status and discuss critical issues.	Regularly scheduled. Monthly is recommended.	Meeting/Report
Sponsor and/or Executive Sponsor Meetings	Project Mgr schedules mtgs	Sponsor(s and/or executive sponsor) and project manager	Update sponsor(s) and/or executive sponsor on status and discuss critical issues. Review status reports, issues, and risks. To identify and communicate potential risks and issues that may affect the schedule, budget, or deliverables.	Regularly scheduled at sponsor level (recommended monthly) or as needed at executive sponsor level.	Meeting/Report
Post Project Review	Project Manager	Project manager, key stakeholders, and sponsor(s).	Identify improvement plans, lessons learned, what worked and what could have gone better. Review accomplishments.	End of project or end of major phase	Meeting/Report Template: CYC Data Sharing Project Phase I - Lessons Learned Template.doc
Project repository	Project Manager moderates	All Stakeholders	Central location to house status reports, meeting minutes, project description, project schedule, issues log, risk register, technical specifications, Project Management Plan and others.	Update as new information is available	Website

What	Responsible for?	Target	Purpose	When/Frequency	Type/Method(s)
Periodic Demos and Target Presentations		Specific focus groups or end users.	Keep users informed of the project's status.	Once product has enough to "show". As you complete critical phases or make major enhancements.	Presentation/Discussion
Risk Management	Project Manager	All Stakeholders	Monitor project risk and elevate when necessary	As needed	CYC Data Sharing Project Phase I - Risk Management Log.doc
Issues Management	Project Manager	All Stakeholders	Monitor and review issues weekly with team and elevate when necessary	Weekly	CYC Data Sharing Project Phase I - Issue Log.xls
<Other...>		<To be determined by the project team>	<General communications>	<As needed>	<>

5.2 Deliverable Schedule

****This schedule is very aggressive and if the requirements are not gathered in these scheduled JAD sessions, then the teams will need to continue to meet until all information is gathered.**

When?	What?	Responsible for?	Approves?	Description
2/13/2009	Project Management Plan	Project Manager	Project Director	Plan for managing the project
2/13/2009	Initial Communication Plan	Project Manager	Project Director	Describes accountability, deliverables, and communication process
2/13/2009	Project Schedule – Phase I	Project Manager	Project Director	Microsoft Project schedule of all activities and assignments. Should also be saved in PDF and distributed
3/3/09	Final Communication Plan	Project Manager	Project Director	Final - Describes accountability, deliverables, and communication process
4/17/2009	DCF Business and Technical Requirements	DCF Lead Policy Coordinator	Project Manager	Lists all business requirements for giving data and how all agencies will use data. In addition, technical specs describe the technical data exchange query information
4/17/2009	DJJ Business and Technical Requirements	DJJ Lead Policy Coordinator	Project Manager	Lists all business requirements for giving data and how all agencies will use data. In addition, technical specs describe the technical data exchange query information
4/17/2009	DOE Business and Technical Requirements	DOE Lead Policy Coordinator	Project Manager	Lists all business requirements for giving data and how all agencies will use data. In addition, technical specs describe the technical data exchange query information
4/17/2009	DOH Business and Technical	DOH Lead Policy Coordinator	Project Manager	Lists all business requirements for giving data and how all agencies will use data. In addition,

	Requirements			technical specs describe the technical data exchange query information
4/17/2009	AWI Business and Technical Requirements	AWI Lead Policy Coordinator	Project Manager	Lists all business requirements for giving data and how all agencies will use data. In addition, technical specs describe the technical data exchange query information
4/17/2009	AHCA Business and Technical Requirements	AHCA Lead Policy Coordinator	Project Manager	Lists all business requirements for giving data and how all agencies will use data. In addition, technical specs describe the technical data exchange query information
4/15/2009	MOU's and/or Data Sharing Agreements	Project Manager and Agency Policy Lead Coordinators	Project Director	These official documents describe the data relationships between agencies
4/24/2009	HIPAA, FERPA and Statute Compliance Document	Project Manager, Agency Lead Policy Coordinators	Project Manager	A document mapping how this effort will meet HIPAA requirements statutory law
5/1/2009	Full Business Requirements and Technical Specifications Document	Project Manager	Project Director	A document describing the technical and business requirements for all agencies
5/13/2009	Business Process Re-engineering Implementation Plan for each agency	Agency Lead Policy Coordinators	Project Manager	This project will change the business and culture of each agency; therefore this plan will discuss steps each agency will take to ensure acceptance and use
6/15/09	Cost Analysis	Project Manager and Agency Lead Policy Coordinators	Project Director	Lists all costs associated with Phase I of the project

5.3 Issues Management Plan

All issues will be maintained in a excel spreadsheet log updated by the project manager, reviewed weekly, and stored on the project web site. When issues need escalation, they will be taken to the Executive Steering Committee for resolution.

5.4 Risk Management Plan

All risk will be maintained in the risk log updated by the project manager and stored on the project web site. When issues need escalation, they will be taken to the Executive Steering Committee for resolution.