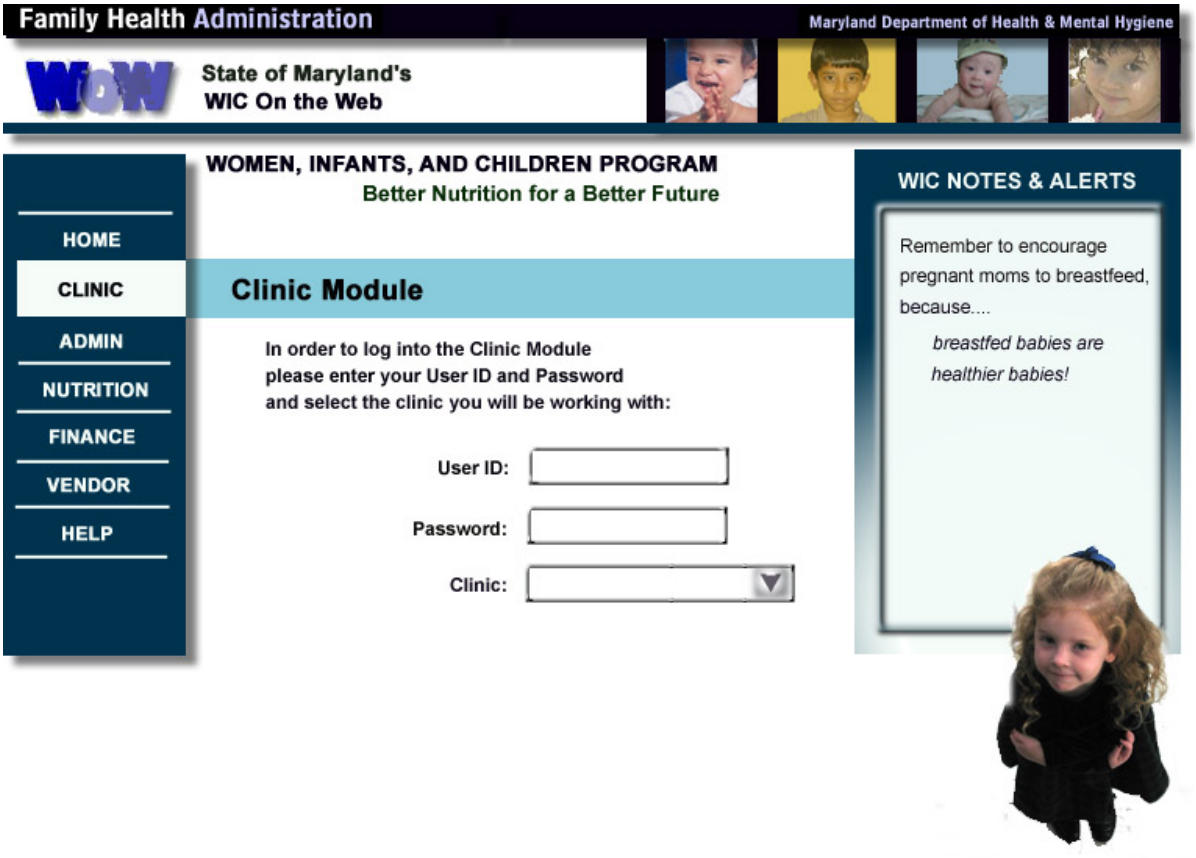
APPENDIX E SAMPLE STATUS REPORT

WIC On the WEB
Monthly Status Report

April, 2004



Prepared for

WIC Program Office
Department of Health and Mental Hygiene

3Σ SOFTWARE

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Contents

Monthly Status Report

1 Executive Summary

This document covers work performed and tasks accomplished from contract initiation on february 9, 2004 thru march 31, 2004.

The first couple of weeks of the contract were spent ordering equipment, getting the development environment up and running and making sure all team members understood the current application and the scope of the wow program. Two items that were particularly helpful during this time were the demonstration of the current system by team members who were part of the original development effort and a visit to a local agency. In addition, all developers configured their workstations to run the current application.

Once the development environment was operational, the team split into pairs with the following actions assigned:initial prototyping of the look and feel of a web based version of the wins application.
initial development of the architecture of the application.
development of the security/login aspects of the application.
In addition, work started on the following deliverables:

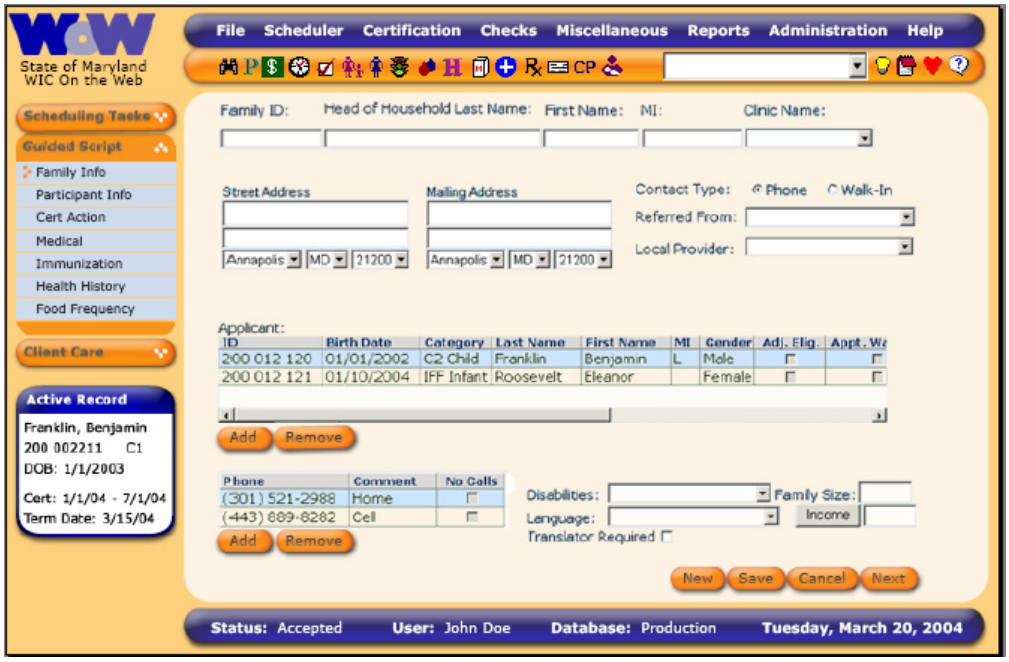
- Phase I, Deliverable 1 – Project Management Plan (PMP)
- Phase I, Deliverable 2 – System Design Document (SDD)
- Phase I, Deliverable 3 – FRD
- Phase I, Deliverable 4 – System Integrity Document (SID)
- Phase II, Deliverable 1 – Development Plan
- Phase II, Deliverable 2 – Test Plan
- Phase II, Deliverable 3 – Implementation Plan
- Phase II, Deliverable 4 – Security Document
- Phase II, Deliverable 5 – Training Plan
- Phase II, Deliverable 8 - System Software and Code Documentation

2 Work Accomplished

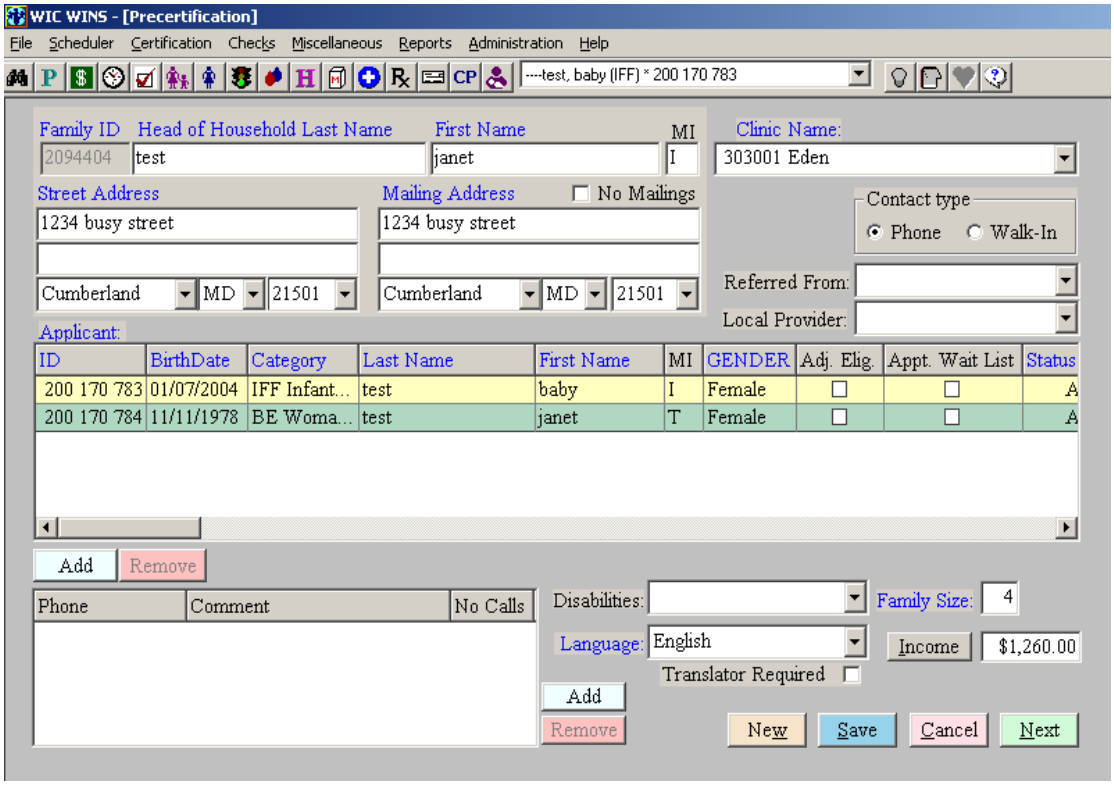
Set up Development Environment

- Installed the 9iAS (application server) which will be used to develop and test all reports.
- Created a database which mirrors the operational database.
- Setup .NET framework on all machines.
- Setup access to current application.
- Setup and installed the configuration management software on the development server and all workstations.

Started prototyping the look and feel of a Web Based version of the WINS application. Screens were mocked up and sent to the "WOW Steering Committee" for comments. In addition, the team sent the mock ups to a Web Graphics Designer to gain insight as to the current trends in web pages. At the first meeting of the WOW Steering Committee, the mock up were presented and the following graphic was selected for look and feel of the new application.



New Look and Feel



Current Look and Feel

Note: Colors are easily changeable and have not been decided on as of yet.
In addition to selecting the look and feel of the new system, the Steering Committee started reviewing the current screens to determine if the flow of the information on the screens needed to be changed to facilitate a more efficient means to processing WIC participants. The WOW Steering Committee will meet every three weeks to review the system as it is being developed.

Before the development of the screens could be started, the team needed to layout the architecture of the application. To do this, we prototyped a single screen that contained all of the elements of the application. In addition, if there were multiple ways of implementing a feature, they were both prototyped. In parallel with the architecture prototype, another prototype was prepared to show the various security/login methods that are in use by Web applications today. Once these two prototypes were completed, a design meeting was convened to discuss the pros and cons of each method employed and an approached was selected.

The following deliverables were completed during the month of March. Note: All of these are considered living documents and will be updated during the development phase as issues arise and are resolved. For example, if it is determined that an additional common class is needed to handle an event that affects multiple areas of the application, the use of this class will be added to the Development Plan.

- Phase II, Deliverable 1 – Development Plan

- Phase II, Deliverable 2 – Test Plan
- Phase II, Deliverable 3 – Implementation Plan
- Phase II, Deliverable 4 – Security Document
- Phase II, Deliverable 5 – Training Plan

3 Deliverables In Progress

The following deliverables are currently being worked on by the team.

- Phase I, Deliverable 1 – Project Management Plan (PMP)
- Phase I, Deliverable 2 – System Design Document (SDD)
- Phase I, Deliverable 3 – FRD
- Phase I, Deliverable 4 – System Integrity Document (SID)
- Phase II, Deliverable 8 - System Software and Code Documentation

4 Problem Areas/Risk Mitigation

The following risk areas have been identified by the development team and will be monitored until the risk has been mitigated.

Risk #1:

Check printing – Currently WINS prints checks from the local workstation to the local printer. In order to ensure that a user cannot print multiple copies of the same check in the new Web based application, we will need to send the information from the application server.

Mitigation:

An action will be assigned to one of the team members to prototype this portion of the application to ensure that if it is more difficult then expected we have enough time to investigate alternative solutions. Note: currently Pennsylvania is printing WIC Checks via a Web based application so we do not anticipate this to be a critical issue.

Risk #2:

Performance – In addition to having the application reside on the users' desktop, WINS uses local tables to display static data. In a browser based design, both the application and static data will need to be moved to a centralized data server. When the State of Pennsylvania went operational on their WIC system, the users were dismayed with the time it took to load pages and save information. This risk item was opened to ensure that we don't experience the same problem.

Mitigation:

In order to mitigate this risk, the WOW system will employ the use of a Web Accelerator to speed up the transmission of data from the central site to work stations and will use data caching to reduce the number of queries to the database (See Risk 3). This risk item will be left open until the team verifies that the accelerator solves the problem. Note: In Pennsylvania they solved the problem by upgrading all communication lines to T1s. The problem with their solution is that it was a major impact to the operational cost of the system.

Risk #3:

Data Caching – One of the ways that database response times can be enhanced is to store static data that previously resided on the workstation in the data cache. The problem with this approach is that the system must ensure that data changed in the database gets to the cache.

Mitigation:

An action will be assigned to one of the team members to prototype this portion of the application to ensure that if it is more difficult then expected, we have enough time to investigate alternative solutions. Note: this is a common practice for web based applications; it is listed here only because no one on the team has implemented a system that has used this technique.

5 Planned Activities

The WOW application, when completed, will be comprised of 90 screens and 40 reports. Each screen and report is being tracked as a task/activity and earned-value report based on completion (i.e., no credit for the activity is given until the item is complete.) This section lists planned completions for the month of April.

The following screens are currently anticipated to be completed

- Home Page
- Search Screens (Fast and Advanced)
- WOW (Household) Summary Screen
- Family Information Screens (Two Screens)
- Participation Information Screens (Two Screens)
- Income Calculation Screens (Four Screens)
- Certification Screen
- PreCertification Screen
- On-Site Screen

The following deliverables are scheduled to be completed by the team by the end of April.

- Phase I, Deliverable 1 – Project Management Plan (PMP)
- Phase I, Deliverable 2 – System Design Document (SDD)
- Phase I, Deliverable 3 – FRD
- Phase I, Deliverable 4 – System Integrity Document (SID)

In addition, the DataSource Team will begin supporting the current WINS system this month.

- Phase IV, Deliverable 1 – Software fixes and enhancements
- Phase IV, Deliverable 2 – Monitoring, Maintenance and Upgrades

6 Project Deliverables Status

The following deliverables will be developed in support of the WOW project.

Deliverable	Name	Status	Date Approved
1.1	Project Management Plan (PMP)	**Under Review**	
1.2	System Design Document (SDD)	**In Progress**	
1.3	FRD	**In Progress**	
1.4	System Integrity Document (SID)	**In Progress**	
2.1	Development Plan	**Approved ****	**3/31/04**
2.2	Test Plan	**Approved ****	**3/25/04**
2.3	Implementation Plan	**Approved ****	**3/31/04**
2.4	Security Document	**Approved ****	**3/31/04**
2.5	Training Plan	**Approved ****	**3/25/04**
2.6	User Manuals		
2.7	System Administration Manual		
2.8	System Software and Code Documentation	**In Progress**	
2.9	System Documentation		
2.10	Acceptance Test		
2.11	Implementation		
3.1	Development Plan		
3.2	Test Plan		
3.3	Implementation Plan		
3.4	Security Document		
3.5	Training Plan		
3.6	User Manuals		
3.7	System Administration Manual		
3.8	System Software and Code Documentation		
3.9	System Documentation		
3.10	Acceptance Test		
3.11	Implementation		
4.1	Software fixes and enhancements	**In Progress**	
4.2	Monitoring, Maintenance and Upgrades	**In Progress**	
4.3	One Individual to support System Troubleshooting		
4.4	Maintain Hot Backup Facility		

Note: ** These are living documents that will be updated as required during the development process.

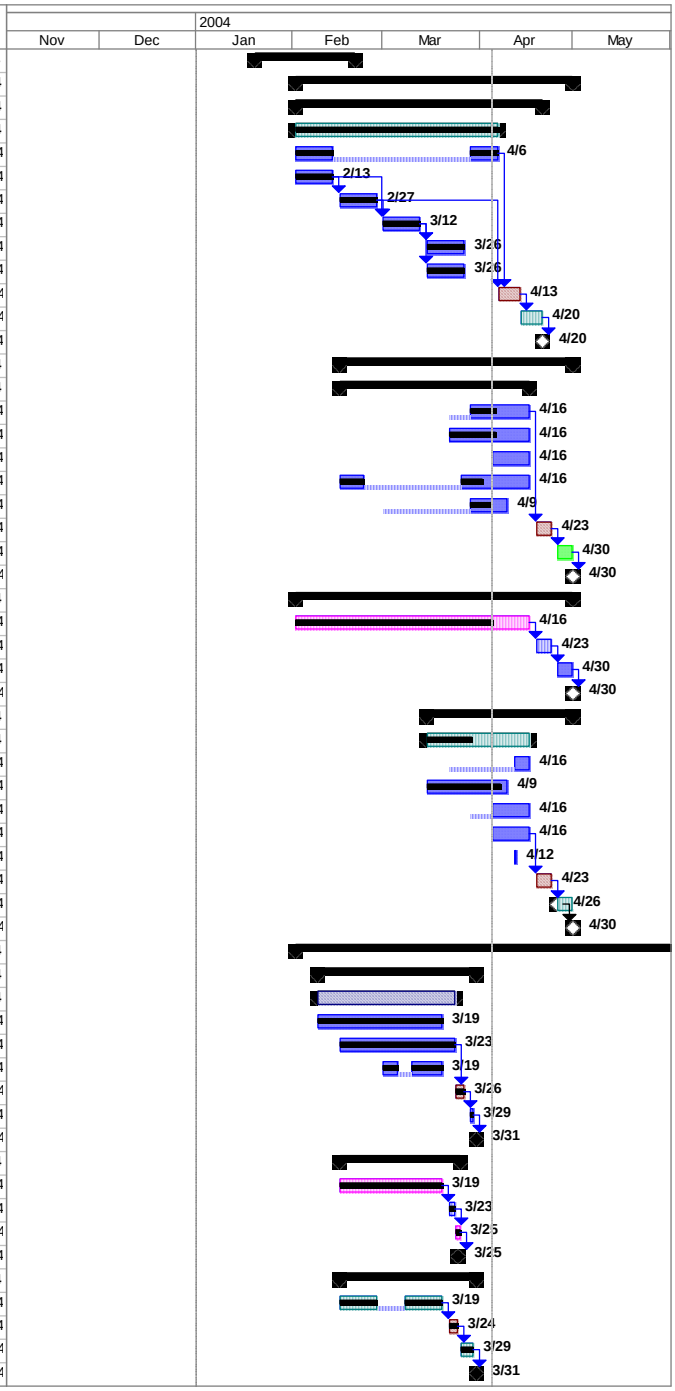
7 Project Accounting Information

As of March 31st 2004 two invoices have been submitted to DHMH for a total of $xxx,xxx The following provides the details associated with each invoice:

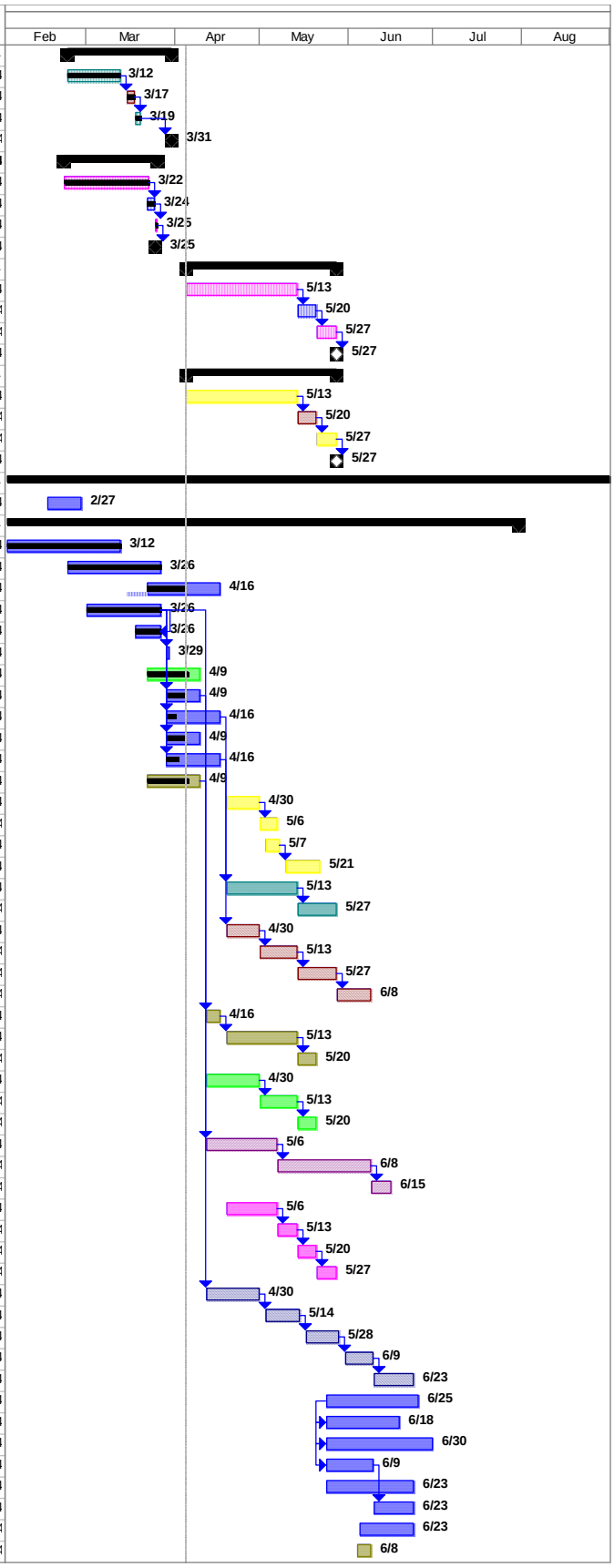
1. Invoice # 1836
    a. Description: Renewal of Oracle Licenses and Oracle Developer
    b. Invoice Amt: $xxxx
    c. Status: Paid
2. Invoice # 1838
    a. Description: Phase II, Deliverables 1&2, Phase II Deliverables 3, 4, & 5
    b. Invoice Amt: $xxxx
    c. Status: Outstanding, (less than 30 days)

8 Updated Project Gantt Chart

ID	WBS	Name	Lead	Start
1		**State & DataSource Team Training**		**Tue 1/20/04**
6		**Phase I - Analyze, Design and plan migrat**		**Mon 2/2/04**
7	**1.1**	**1,1 Project Management Plan**	**TC**	**Mon 2/2/04**
8		**Develop Project management Pla**		**Mon 2/2/04**
9		Project Plan	TC	Mon 2/2/04
10		Communications Strategy	TC	Mon 2/2/04
11		Contingency Communication P	TC	Mon 2/16/04
12		Change Management Plan	Chris M	Mon 3/1/04
13		Security Milestones	Joe B	Mon 3/15/04
14		Configuration Management Plan	Chris M	Mon 3/15/04
15		Review		Wed 4/7/04
16		Final		Wed 4/14/04
17		Project Management Plan Deliverab		Tue 4/20/04
18	**1.2**	**1,2 System Design Document**	**Tony**	**Mon 2/16/04**
19		**Develop System Design Docume**		**Mon 2/16/04**
20		System Design Document	Tony	Mon 3/22/04
21		Architecture Diagrams	Tony	Mon 3/22/04
22		System Security Plan	Joe B	Mon 4/5/04
23		Data Flow Diagrams	Team	Mon 2/16/04
24		User Interface Specifications	Tony	Mon 3/1/04
25		Review		Mon 4/19/04
26		Final	Tony	Mon 4/26/04
27		System Design Document Delivera		Fri 4/30/04
28	**1.3**	**1,3 Functional Requirements Docume**	**Kelly**	**Mon 2/2/04**
29		Develop Functional Requirements D		Mon 2/2/04
30		Review		Mon 4/19/04
31		Final		Mon 4/26/04
32		Functional Requirements Document		Fri 4/30/04
33	**1.4**	**1,4 System Integrity Document**		**Mon 3/15/04**
34		**Develop System Integrity Docum**		**Mon 3/15/04**
35		Draft SID	KM	Mon 3/22/04
36		Quality Assurance Plan	CM	Mon 3/15/04
37		Contingency Plan	KM	Mon 3/29/04
39		Conversion Plan	SB, BK	Mon 4/5/04
38		Security Risk Assessment	Joe B	Mon 4/12/04
40		Review		Mon 4/19/04
41		Final	KM	Mon 4/26/04
42		System Integrity Document Deliver		Fri 4/30/04
43		**Phase II - Develop and implement the Cli**		**Mon 2/2/04**
44	**2.1**	**2,1 Development Plan**		**Mon 2/9/04**
45		**Develop Development Plan**		**Mon 2/9/04**
48		Coding Standards	Micheal	Mon 2/9/04
47		Telecom Plan	Micheal TC	Mon 2/16/04
46		Draft Development Plan	MD	Mon 3/1/04
49		Review		Wed 3/24/04
50		Final	MD	Mon 3/29/04
51		Development Plan Deliverable		Wed 3/31/04
52	**2.2**	**2,2 Test Plan**		**Mon 2/16/04**
53		Develop Test Plan	TC, KN, P	Mon 2/16/04
54		Review		Mon 3/22/04
55		Final	KN	Wed 3/24/04
56		Test Plan Deliverable		Thu 3/25/04
57	**2.3**	**Develop Implementation Plan**		**Mon 2/16/04**
58		Development	TC, KN	Mon 2/16/04
59		Review		Mon 3/22/04
60		Final		Fri 3/26/04
61		Implementation Plan Deliverable		Wed 3/31/04



ID	WBS	Name	Lead	Start
62	**2.4**	**2,4 Security Document**		**Mon 2/23/04**
63		Develop Security Document		Mon 2/23/04
64		Review		Mon 3/15/04
65		Final		Thu 3/18/04
66		Security Document Deliverable		Wed 3/31/04
67	**2.5**	**2,5 Training Plan**		**Sun 2/22/04**
68		Develop Training Plan		Sun 2/22/04
69		Review		Mon 3/22/04
70		Final		Thu 3/25/04
71		Training Plan Deliverable		Thu 3/25/04
72	**2.6**	**2,6 User Manuals**		**Mon 4/5/04**
73		Update User Manuals		Mon 4/5/04
74		Review		Fri 5/14/04
75		Final		Fri 5/21/04
76		User Manuals Deliverable		Thu 5/27/04
77	**2.7**	**2,7 System Administration Manuals**		**Mon 4/5/04**
78		Develop System Administration Ma		Mon 4/5/04
79		Review		Fri 5/14/04
80		Final		Fri 5/21/04
81		System Administration Manuals Del		Thu 5/27/04
82	**2.8**	**2,8 System Software and Code Docun**		**Mon 2/2/04**
83		Development Enviroment Setup		Mon 2/16/04
84		**Clinical Module Coding**		**Mon 2/2/04**
85	2.8.1	Requirements/Design Analysis		Mon 2/2/04
86	2.8.2	Prototyping		Mon 2/23/04
87	2.8.51	All About Family Screen		Mon 3/15/04
88	2.8.3	Initial Class/Object Developme		Mon 3/1/04
89		Template Development		Thu 3/18/04
90		Template Review		Mon 3/29/04
91	2.8.4	Home Page	Mike	Mon 3/22/04
92	2.8.5	Name Search	Tony,Tim	Mon 3/29/04
93	2.8.7	Income Calculator	Sreeni	Mon 3/29/04
94	2.8.8	Family Information	Mike,Fariba	Mon 3/29/04
95	2.8.9	Participant	Suma,Johr	Mon 3/29/04
96	2.8.10	Certification (Suma)	Suma	Mon 3/22/04
97	2.8.6	Precertification	Fariba	Mon 4/19/04
98	2.8.22	History/Void Checks	Fariba	Sat 5/1/04
99	2.8.31	WIC VOC	Fariba	Mon 5/3/04
100	2.8.36	Participant Sanctions	Fariba	Mon 5/10/04
101	2.8.11	Medical	Sreeni	Mon 4/19/04
102	2.8.27	Care Plan	Sreeni	Fri 5/14/04
103	2.8.12	Immunizations	John	Mon 4/19/04
104	2.8.23	Print Documents	John	Sat 5/1/04
105	2.8.33	Benefits Waiting List	John	Fri 5/14/04
106	2.8.39	On-Site List	John	Fri 5/28/04
107	2.8.20	Referred To	Suma	Mon 4/12/04
108	2.8.26	Breastfeeding Support	Suma	Mon 4/19/04
109	2.8.35	Communications	Suma	Fri 5/14/04
110	2.8.21	Food Prescription	Mike	Mon 4/12/04
111	2.8.37	Survey	Mike	Sat 5/1/04
112	2.8.55	Formula Calculator	Mike	Fri 5/14/04
113	2.8.28	Appointment Scheduler	Krushanu	Mon 4/12/04
114	2.8.29	Calendar Setup	Krushanu	Fri 5/7/04
115	2.8.38	Appointment Groups	Krushanu	Wed 6/9/04
116	2.8.24	Issue Checks	Tony	Mon 4/19/04
117	2.8.52	Manual Check Entry	Tony	Fri 5/7/04
118	2.8.54	Batch Checks	Tony	Fri 5/14/04
119	2.8.40	Manual Check Issuance	Tony	Fri 5/21/04
120	2.8.25	Notes	Tim	Mon 4/12/04
121	2.8.53	Transfer From Out-of-State	Tim	Mon 5/3/04
122	2.8.30	Transfer From In-State	Tim	Mon 5/17/04
123	2.8.32	Resolve Dual Enrollment	Tim	Mon 5/31/04
124	2.8.34	Authorized Vendors	Tim	Thu 6/10/04
125	2.8.13	Child Health (Team)	Team	Mon 5/24/04
126	2.8.14	Woman Health (Team)	Team	Mon 5/24/04
127	2.8.15	Infant Health	Team	Mon 5/24/04
128	2.8.50	Pregnancy Health	Team	Mon 5/24/04
129	2.8.16	Food Frequency	Team	Mon 5/24/04
130	2.8.17	Dietary Summary	Team	Thu 6/10/04
131	2.8.18	Risk Factors	Team	Sat 6/5/04
132	2.8.19	Nutrition Education	Team	Fri 6/4/04



ID	WBS	Name	Lead	Start
133	2.8.41	Help Screens	Team	Tue 6/8/04
134		Code Review	Team	Fri 4/16/04
135		Code Review	Team	Fri 4/30/04
136		Code Review	Team	Fri 5/14/04
137		Code Review	Team	Fri 5/28/04
138		Code Review	Team	Fri 6/11/04
139		Code Review	Team	Fri 6/25/04
140	2.8.43	Certification - Reports	Team	Mon 3/22/04
141	2.8.45	Immunizations - Reports	Team	Mon 3/22/04
142	2.8.46	Miscellaneous - Reports	Team	Mon 3/22/04
143	2.8.42	Scheduler - Reports	Krushanu	Mon 5/10/04
144	2.8.44	Checks - Reports	Team	Mon 3/22/04
145	2.8.47	Administration - Reports	Team	Mon 3/22/04
146	2.8.48	End of Day - Reports	Team	Mon 3/29/04
147	2.8.49	Ad Hoc - Reports - Discoverer	Team	Mon 4/12/04
148		DBA Support	Beth	Mon 3/1/04
149		QA Support		Mon 3/1/04
150		Administration Module Coding	Team	Mon 5/31/04
151		Coding Complete		Fri 7/30/04
152		**System Integration Test**		**Fri 4/2/04**
153		Clinic Testing	Kelly	Fri 4/2/04
154		Test Administration Module	Kelly	Thu 7/1/04
155		**Initial Performance Test**		**Tue 6/1/04**
156		Initial T1 Testing at WIC C	TC & Kelly	Tue 6/1/04
157		Initial DSL Testing at WIC	TC & Kelly	Wed 6/2/04
158		Initial Dailup Testing at WI	TC & Kelly	Thu 6/3/04
159		Initial 56Kbps Testing at W	TC & Kelly	Fri 6/4/04
160		Initial T1 Testing at WIC C	TC & Kelly	Thu 7/1/04
161		Initial DSL Testing at WIC	TC & Kelly	Fri 7/2/04
162		Initial Dailup Testing at WI	TC & Kelly	Sat 7/3/04
163		Initial 56Kbps Testing at W	TC & Kelly	Mon 7/5/04
164		Load Testing at State	TC	Mon 8/2/04
165		Warranty Support		Mon 9/27/04
166	2.9	**2,9 System Documentation**		**Mon 5/3/04**
174		Update Security Assessment		Mon 5/3/04
175		Review Security Assessment		Mon 5/3/04
167		Develop System Documentation		Mon 8/2/04
168		Update User Manuals		Mon 8/2/04
176		Final		Wed 8/4/04
169		Review User Manuals		Tue 8/17/04
170		Final		Tue 8/24/04
171		Update System Administration Man		Tue 8/31/04
172		Review		Tue 9/14/04
173		Final		Sun 9/19/04
177		System Documentation Deliverable		Thu 9/23/04
178	2.10	**2,10 Acceptance Test**		**Mon 4/12/04**
179	2.2	Update of Test Plan and Procedures		Mon 4/12/04
180		Review		Wed 6/30/04
181		Final		Tue 7/13/04
182		Test Readiness Review		Fri 7/30/04
183	2.10.1	Functional Test		Mon 8/2/04
184	2.10.2	508 Compliance Test		Mon 8/16/04
185	2.10.3	System Test		Mon 8/23/04
186	2.10.4	Security Test		Mon 9/6/04
187	2.10.5	Unscripted Test		Mon 9/13/04
188	2.10.6	Performance Test		Mon 9/13/04
189		Acceptance Test Complete		Fri 9/17/04
190		QA Support		Mon 4/12/04
191	2.11	**2,11 Implementation**		**Mon 5/3/04**
192		Kick-off Meeting		Mon 5/3/04
193		**MonthlyStatus Meetings**		**Thu 6/3/04**
197		**Status Meetings (Bi-Monthly)**		**Mon 8/2/04**
202		Dry Run		Fri 9/17/04
203		Implementation Readiness Review		Fri 9/24/04
204	2.5.1	Update of Training Plan		Mon 8/2/04
205	2.5.2	Training Video Development		Mon 8/9/04
206		Training Video Distribution		Mon 8/16/04
207	2.5.3	Training		Mon 9/20/04
208		Implementation		Fri 10/1/04
209		Implementation Deliverable		Mon 10/4/04