

## Project Update: Snohomish Health District Integration

Snoco PM	David Stroble
Date:	December 8, 2022 (16 working days remain)
Status this week:	<b>Green – no issues</b>

### Current Project Work: (all items updated to reflect current day)

- Labor negotiations are ongoing, and an 11<sup>th</sup> hour issue arose that demands additional focus. HR negotiation team is working to resolve this and any remaining issues. *The risk to project success is limited.*
- Benefit onboarding continues with the focus on retirement planning and addressing any SHD staff who may have not yet participated. Some work on benefits will be take place in January 2023, as planned. Examples are Cayenta, Highline, & TMSS.
- IT staff are addressing (small) remaining issues now. Some tasks are scheduled into 2023 and these are follow-on upgrades/changes.
- Finance staff are planning for necessary work scheduled in January 2023
- The remaining work to meet the Dec. 31 Integration deadline is growing smaller with each passing day. Confidence is very high that all remaining deadlines will be met (or completed early)

### Risks: (all risks updated to reflect current week)

All risks have been mitigated now, including the previously identified Schedule risk. Only ancillary factors such as weather, Covid-related absence, and unknown unknowns remain as risk threats.

### Accomplishments: (All items updated to reflect the final December Sprint)

1. SHD PC workstation migration complete (major milestone). The partnership & planning between Snoco IT and SHD proved to be the critical success factor.
2. SHD staff training classes for December ongoing. Staff training extends into January 2023 to ensure new Health Dept. staff are prepared
3. All SHD staff loaded into Highline (HR people planning software)
4. Communications planning for the final go-live event (Dec. 31) completed
5. *Staff review of remaining tasks for all workgroups yielded no blocking issues that may impair the final go-live event (Dec. 31)*

### Future Project Work (All items updated to reflect the final December sprint)

1. Complete labor negotiations ( by Dec. 15)
2. Complete all final technology, HR, & Finance tasks to realize the integration/formation of the new Health Department
3. Review task planning & assignments for non-critical items postponed to 2023
4. Celebrate the hard work of all participants and welcome the new Health Dept.

