



Project Update: Snohomish Health District Integration

Snoco PM	Dave Stroble
Date:	October 14, 2022 (52 working days remain)
Status this week:	Green – no issues (except for schedule risk)

Current Project Work: (all items updated)

- IT: Work to ensure that all new Health Dept. staff have the applications & and data available to them on day 1 of the full integration. 47 remaining tasks scheduled in monthly sprints.
- HR/Finance/IT/Risk Mgmt./Labor: Combined team focused on people tasks, training, & labor negotiations. Records migration is a key focus now. Monthly sprints focused on remaining 30 identified tasks.
- Communications: Ongoing work in 2002 includes new SharePoint site for direct employee support, content creation for newsletters, websites, and in-house informational meetings. Five large tasks span remaining 52 working days.
- Legal Team: Final monitoring of post-acceptance work on the ILA & legal framework for the new Health Department. Near-term work includes contract & labor relations advice/counsel.

Risks: (all risks updated to reflect current week)

Performance Risk: None, for this reporting period

Schedule Risks: The schedule remains a risk given the compressed timeline available for successful project completion. All staff working to meet the deadline and the Project Manager is closely watching schedule compliance.

Accomplishments: (All items updated)

- ILA document & supporting ordinances ready for public comment in Council (If approved on 10/26, all will be effective on November 5, 2022)
- Employee onboard support SharePoint site ready for release on 10/17
- SHD staff training (finance, HR, Purchasing, Risk) planning underway
- Planning for brand management (printed materials, web/social media
- Continued communications between all parties for significant IT pace of change

Future Project Work (dates updated to reflect October sprint window)

- Complete labor negotiations (by Nov. 30)
- Employee onboarding & health benefits open enrollment (by Nov. 18)
- Finalize technology onboarding for Health Dept. staff (by Nov. 30)
- Finalize all legal documents supporting the integration (by Nov. 18)
- Communication with Board of Health & Community groups to foster inclusion (Ongoing)

