Project Update:
Snohomish Health District Integration

Snoco PM	David Stroble
Date:	November 17, 2022 (29 working days remain)
Status this week:	**Green – no issues**

Current Project Work: (all items updated)

- Remaining IT tasks are under intense scrutiny by staff to ensure that nothing is missed. Because IT changes have direct staff impact, focus is always on minimizing negative impacts through planning & communication.

- IT tasks: 97 total tasks (51 complete, 27 in progress, 19 not started). All tasks not started are planned/scheduled to meet deadlines

- HR/Finance/IT/Risk Mgmt./Labor: 63 total tasks (43 complete, 15 in progress, 5 not started). All tasks not started are planned/scheduled for completion in 2023.

- Communications: 13 total tasks (9 complete, 3 in progress, 1 not started). Single task not started is planned/scheduled for completion in 2023.

- Additional tasks scheduled with supporting workgroups with applicable tasks scheduled out into Q1, 2023

Risks: (all risks updated to reflect current week)

Schedule Risk Note: While this risk is realized as an ongoing factor, the probability of significant impact has been lessened to an acceptable level due to diligent planning/execution of the combined Project Team.
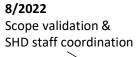
Accomplishments: (All items updated)

1. SHD staff initial benefits onboard event complete

2. Two HR "Welcome Sessions" for SHD staff completed (significant participation numbers)

3. SHD staff training plan accepted by all parties (training already underway)

4. Shared planning for SHD workstation migration (to Snoco network) nearly complete (significant milestone event with direct staff impact)

5. Additional staff support information (PC migration, what to expect) posted to SharePoint site. Good partnership between SHD, IT, & HR staff)

6. New Health Department Director hired

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

1. Complete labor negotiations (by mid-December)

2. Complete remaining SHD employee onboarding (by Dec. 15)

3. Finalize technology onboarding for Health Dept. staff (by December 9)

4. December sprint includes final technology, HR, Finance tasks to realize the integration/formation of the new Health Department

6/2022 Project Commence

7/2022 Governance/Task assignments

8/2022 Scope validation & SHD staff coordination

9/2022 Accelerated task work

10/2022 Financial, people intake, & technology planning work

11/2022 Significant IT work & Employee onboarding window 11/1-18

12/2022 Final preparation for 12/31 go-live event with focus on tech & people

1/2023 Follow-up tasks into Q1-Q2

GO

Rev: 10/28/2022