Project Plan Read Me File

Version 1.0

# Purpose

The Medicaid ICD-10 Implementation Schedule/Project Plan outlines the tasks and associated timing for the ICD-10 implementation. The SMA should adopt the Medicaid ICD-10 Implementation Schedule/Project Plan and add detailed supporting tasks and completion dates specific to their SMA schedule for ICD-10 implementation.

# Instructions

This section includes an explanation of the Medicaid ICD-10 Implementation Schedule/Project Plan including: milestone tasks, key activities, start-to-finish dates, predecessors, and task owners for the ICD-10 implementation. The Medicaid ICD-10 Implementation Schedule/Project Plan is at high level and therefore applicable for all SMAs.

CMCS purposefully keeps the details for each milestone and task at a level applicable to all SMAs. The SMA should modify the Medicaid ICD-10 Implementation Schedule/Project Plan to do the following:

* Evolve the plan into a detailed and comprehensive description of tasks and activities associated with implementing ICD-10 across the SMA’s business processes, systems and policies, and
* Continue to update the plan throughout ICD-10 Implementation, specifically during exit/entry to new ICD-10 implementation phases, as indicated in this guide.

In modifying the timeline, however, the state should keep in mind the need to meet the October 1, 2013 compliance date.

The Medicaid ICD-10 Project Schedule groups the milestones and tasks into the standard five phases for Medicaid Implementations:

1. **Awareness Phase**
2. **Assessment Phase**
3. **Remediation Phase**
4. **Testing Phase**
5. **Transition Phase**

**Tasks**: The tasks identified on the Project Plan are high-level tasks that require further definition. The SMA should add detailed tasks and subtasks to capture the work effort accurately. These tasks include those necessary to support ICD-10 implementation throughout the SMA’s business processes, policies and systems.

**Predecessor:** The Predecessor column identifies the tasks the SMA should complete prior to beginning another task. The SMA should modify the Predecessor column when adding tasks to the Project Plan.

**Timeline**: The SMA should customize the milestone dates listed in the project plan to be consistent with the internal SMA timeline for implementing ICD-10. In updating the timeline, the SMA may need to update the project duration, start date, and finish date.

**Task Owner/Resources**: The SMA should identify individuals responsible for completing the work effort. The SMA should align resources to tasks using the Task Owner and Resource Names columns.

Table 1 defines the columns in the Project Plan.

Table 1: Project Plan Column Definitions

| **Column** | **Definition** |
| --- | --- |
| **Task Name** | Task name or brief description |
| **Duration** | Total days allotted to complete the task |
| **Start** | Estimated date the SMA will begin the task |
| **Finish** | Estimated date the SMA will complete task |
| **Predecessor** | Notes the task IDs required to complete prior to beginning the task |
| **Task Owner** | Name of individual responsible for task completion |
| **Resource Names** | Name(s) of key individual(s) supporting the task |