# DDI Deliverables

| Payment Deliverable | | IMS WBS ID | Related Proposal Section | | Deliverable Name | | Deliverable Description | Deliverable Type | Format | Frequency | Deliverable Size | Review Time Period | Review Method / Contractor Support |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | |  | II.B Project Management and SDLC | | Project Management Plan(s) | | A holistic plan or series of plans describing the strategies, tactics, and procedures by which the project will be managed. | Document |  | Singular |  |  |  |
| Yes | |  | II.B Project Management and SDLC | | Initial Integrated Master Schedule (IMS) | | The detailed project work plan / schedule with necessary work for all entities integrated. | Document |  | Singular |  |  |  |
| Yes | |  | II.C Performance and Status Reporting | | Monthly Status Report | | Document providing the status of the project on a monthly basis. Payment of the monthly deliverable includes timely submission of weekly status reports and weekly submission of updated IMS. | Document |  | Monthly |  |  |  |
| No | |  | II.B Project Management and SDLC | | Integrated Master Schedule | | Updates to the detailed project work plan / schedule with necessary work for all entities integrated. | Document |  | Weekly |  |  |  |
| No | |  | II.C Performance and Status Reporting | | Weekly Status Report | | Document providing the status of the project on a weekly basis. | Document |  | Weekly |  |  |  |
| No | |  | II.F Change Management | | Detailed Accounting | | List of the work performed by each individual billing time to the change requests to be included in weekly status report. | Document |  | Weekly |  |  |  |
| Yes | |  | II.E Quality Assurance and Monitoring | | Comprehensive Quality Assurance Plan | | A plan that will ensure quality within the project and monitor, test, and audit the projects products prior to delivery | Document |  | Singular |  |  |  |
| Yes | |  | II.E Quality Assurance and Monitoring | | Comprehensive Test Plan | | Document providing step by step outline of how testing will play out. | Document |  | Singular |  |  |  |
| Yes | |  | II.F Change Management | | Change Management Plan | | Document providing step by step outline of how change will be managed by the contractor. | Document |  | Singular |  |  |  |
| Yes | |  | II.G Data Conversion and Initial Load | | Conversion and Initial Load Plan | | Document providing step by step outline of how data will be converted and loaded. | Document |  | Singular |  |  |  |
| Yes | |  | II.G Data Conversion and Initial Load | | Data Conversion Specifications | | Compilation of all instructions indicating how data from all data sources will be transformed from the input file to the physical data model within the DMA. | Document |  | Singular |  |  |  |
| Yes | |  | II.G Data Conversion and Initial Load | | Data Conversion Mappings | | Compilation of all conversion mappings for all data sources showing where each legacy data element will reside in the new solution. | Document |  | Singular |  |  |  |
| Yes | |  | II.H Environments | | Infrastructure and Architecture Plan | | Document showing how all the environments and other components are related including network connectivity and security. | Document |  | Singular |  |  |  |
| Yes | |  | II.I Disaster Recovery | | Disaster Recovery Plan | | Document that provides step by step outline on how to recover from a disaster. | Document |  | Singular |  |  |  |
| No | |  | II.K Organization Staffing | | Resource Utilization Matrix | | Identifies resource use expectations by month (i.e. hours by position including actuals vs planned for previous months. Matrix is to be included in the monthly status report deliverable for payment. | Document |  | Monthly |  |  |  |
| Yes | |  | II.L Documentation | | Companion Guides | | Documents defining how to entities external to the DMA are to populate the HIPAA transaction formats for submission to the DMA. | Document |  | Singular |  |  |  |
| Yes | |  | II.L Documentation | | User Documentation | | Documents that describe in detail how to use the system | Document |  | Singular |  |  |  |
| Yes | |  | II.L Documentation | | System Documentation | | Documents that describe the design and configuration of the system in detail | Document |  | Singular |  |  |  |
| Yes | |  | II.N System Readiness | | System Readiness Test Plan | | Document that provides the plan, approach, preparation for, and step by step outline of system readiness testing. | Document |  | Singular |  |  |  |
| Yes | |  | II.N System Readiness | | System Readiness Test Results | | A document summarizing the results of system readiness testing as well as provided detailed results of the readiness test cases. Document also identifies and describes any defects unresolved, defect severity, production impact, and proposed resolution approach and timeframe. | Test Product |  | Singular |  |  |  |
| Yes | |  | II.O Operational Readiness | | Operational Readiness Test Plan | | Document that provides the plan, approach, preparation for, and step by step outline of operational readiness testing | Document |  | Singular |  |  |  |
| Yes | |  | II.O Operational Readiness | | Business and Technical Operating Procedures | | Document that includes step-by-step business and technical operating procedures for the solution. | Document |  | Singular |  |  |  |
| Yes | |  | II.O Operational Readiness | | Operational Readiness Report | | Document that provides a certification by the DMA contractor of readiness for operations, identifying any remaining defects, production impacts, and proposed resolution approach and timeframe. | Test Product |  | Singular |  |  |  |
| Yes | |  | II.P Privacy and Security | | Privacy and Security Plan | | Document that provides step by step outline of how Privacy and Security of information is safe guarded. | Document |  | Singular |  |  |  |
| Yes | |  | II.Q Implementation and Contingency | | Implementation and Contingency Plan | | Document that provides step by step process for cutover to production as well as contingency plans for addressing identified risks including back-out plans.. | Document |  | Singular |  |  |  |
| Yes |  | | II.Q Implementation and Contingency | | Post Implementation Report | Document that provides information regarding hardware, network, software or operations issues during implementation and approach and timeframe for resolution. | Document |  | Singular |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | DMA Audit and Control Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of audit and control within the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Infrastructure and Solution Lifecycle Management (ISLM) Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of the DMA Infrastructure and Solution Lifecycle Management (ISLM). | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Data Management Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Management for the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Data Governance Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Governance for the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Master Data Management Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Master Data Management within the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Data Modeling Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Modeling within the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | DMA Data Models | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment. | Other |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Data Integration Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Data Sharing Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Sharing within the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.B Project Management and Systems Development Life Cycle | | Data Transformation Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Transformation within the DMA environment. | Document |  | Change Request |  |  |  |
| Yes |  | | II.P Privacy and Security | | Third party cyber security assessment | An assessment made by an external entity on the security of the solution. | Document |  | Singular |  |  |  |
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# Initial Operations and Certification Planning Deliverables

| IMS WBS ID | | Related Proposal Section | | Deliverable Name | | Deliverable Description | | Deliverable Type | | Format | | Frequency | | Deliverable Size | | Review Time Period | | Review Method / Contractor Support | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | III.B Initial Operations Support and Management | | Initial Operations Support and Management Plan | | A document that describes the approach and detailed process for monitoring initial operations, and reporting, tracking, resolving, and communicating resolution to identified issues. | | Document | |  | | Singular | |  | |  | |  | |
|  | | III.C CMS Certification | | CMS Certification Plan | | Document that provides step by step outline of how Certification will be enacted and executed. | | Document | |  | | Singular | |  | |  | |  | |
|  | | III.C CMS Certification | | Certification Materials | | Materials required to support the certification process. | | Document | |  | | Singular | |  | |  | |  | |
|  | | III.D Organizational Staffing | | Resource Utilization Matrix | | Identifies resource use expectations by month (i.e. hours by person including actuals vs planned for previous months | | Document | |  | | Monthly | |  | |  | |  | |
|  | | III.F Contingency Planning | | Contingency Plan | | Document that provides step by step outline of how Contingency will be enacted and executed. | | Document | |  | | Singular | |  | |  | |  | |
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# Operations Deliverables

| IMS WBS ID | Related Proposal Section | Deliverable Name | Deliverable Description | Deliverable Type | Format | Frequency | Deliverable Size | Review Time Period | Review Method / Contractor Support |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | IV.B Project Management and SDLC | Operational Project Management Plan | An Operational Project Management Plan describing the strategies, tactics, and procedures by which daily operations will be managed, while maintaining the production system and implementing changes to the production system. | Document |  | Change Request |  |  |  |
|  | IV.B Project Management and SDLC | Operational System Development Life Cycle Plan | Operational System Development Life Cycle Plan; defining the methodologies, approach, and processes that will be followed during each phase of the SDLC. | Document |  | Change Request |  |  |  |
|  | IV.B Project Management and SDLC | Operations Integrated Master Schedule | An Integrated Master Schedule for all planned system releases; addressing each phase the SDLC and identifying all integration points and dependencies between all contractors and the State including interfaces, inputs, and outputs that the contractor requires from other contractors, the State, or other impacted entities | Document |  | Change Request |  |  |  |
|  | IV.B Project Management and Systems Development Life Cycle | Operational Communication  Plan | Document providing steps needed to effectively communicate during the operations phase of the project. | Document |  | Change Request |  |  |  |
|  | IV.C Performance and Status Reporting | Weekly Status Reports | Document providing the status of the Operations on a weekly basis. | Document |  | Weekly |  |  |  |
|  | IV.C Performance and Status Reporting | Monthly Status Reports | Document providing the status of the Operations on a monthly basis. | Document |  | Monthly |  |  |  |
|  | IV.C Performance and Status Reporting | Performance Measures Report | Document providing the last 18 months of performance statistics. | Document |  | Monthly |  |  |  |
|  | IV.D Deliverables | Deliverable Status Report | Document detailing the status of all deliverables. Submitted as part of the monthly status report. | Document |  | Monthly |  |  |  |
|  | IV.E Quality Assurance and Monitoring | Operation Quality Management Plan | Document providing steps to maintain Quality throughout the Operations Phase. | Document |  | Change Request |  |  |  |
|  | IV.F Change Management | Operational System Release Schedule | A monthly report to the State of all projected system modifications that will be implemented in the upcoming months. At a minimum, the report will include the projected schedule, estimated hours, cost, and resources. Submitted as part of the monthly status report. | Document |  | Monthly |  |  | X |
|  | IV.F Change Management | Change Management Plan | Document that provides approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects | Document |  | Change Request |  |  |  |
|  | IV.H Business Continuity and Disaster Recovery | Business Continuity and Disaster Recovery Plan | Document that provides approach to continuing business and avoid failures as well as the steps to recover the services if a disaster occurs. | Document |  | Yearly |  |  |  |
|  | IV.I Facility | Operations Facility Plan | Document that provides step by step outline of how the Facility will be managed and maintained. | Document |  | Change Request |  |  |  |
|  | IV.J Organizational Staffing | Staffing Plan | Plan identifies key position qualifications, expected number of resources per position, and hours expected per resource. | Document |  | Change Request |  |  |  |
|  | IV.K Documentation | Business and Technical Operation Procedures | Document that includes step-by-step business and technical operating procedures for the solution. | Document |  | Change Request |  |  |  |
|  | IV.K Documentation | Companion Guides | Documents defining how to entities external to the DMA are to populate the HIPAA transaction formats for submission to the DMA. | Document |  | Change Request |  |  |  |
|  | IV.K Documentation | DMA System Documentation | Documents that describe the design and configuration of the system in detail | Document |  | Change Request |  |  |  |
|  | IV.K Documentation | DMA User Manuals | Documents that provide users with details on how to utilize the solution. | Document |  | Change Request |  |  |  |
|  | IV.M Privacy and Security | Privacy and Security Management Plan | Document that provides step by step outline of how Privacy and Security of information is safe guarded. | Document |  | Change Request |  |  |  |
|  | IV.M Privacy and Security | Independent Security Audit Results | Results of the annual audit that covers internal controls and other system functions. | Other |  | Annual |  |  |  |
|  | IV.M Privacy and Security | Privacy and Security Policies and Procedures | Document detailing the policies and procedures for privacy and security. | Document |  | Change Request |  |  |  |
|  | IV.N.4 Managing Queries and Reports – Predefined and Ad-Hoc | CMS Federal Quarterly and Annual Reports | Federally required Quarterly and Annual reports. | Document |  | Quarterly / Annual |  |  |  |
|  | IV.N.5 Program Integrity | Algorithm Library | A library containing sets of instructions for each algorithm for program integrity. | Document |  | Change Request |  |  |  |
|  | IV.O.13 DMA Auditing and Controls | DMA Audit and Control Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of audit and control within the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.14 DMA Infrastructure and Solution Lifecycle Management | Infrastructure and Solution Lifecycle Management (ISLM) Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of the DMA Infrastructure and Solution Lifecycle Management (ISLM). | Document |  | Change Request |  |  |  |
|  | IV.O.14 DMA Infrastructure and Solution Lifecycle Management | Annual System Refresh Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the annual system refresh for the DMA environment. | Document |  | Annual |  |  |  |
|  | IV.O.2 Data Management | Data Management Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Management for the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.3 Data Governance | Data Governance Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Governance for the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.4 Master Data Management | Master Data Management Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Master Data Management within the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.5 Data Models | Data Modeling Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Modeling within the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.5 Data Models | DMA Data Models | Documentation and illustrations of the DMA data to include, but not limited to, data elements, data dimensions, structures and their relationships. | Other |  | Change Request |  |  |  |
|  | IV.O.6 Data Integration | Data Integration Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.7 Data Sharing | Data Sharing Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Sharing within the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.8 Data Exchanges & Interfaces | Interface Control Documents | Documents that provide specifications and service level agreements for each data exchange and interface. | Document |  | Change Request |  |  |  |
|  | IV.O.8 Data Exchanges & Interfaces | Interface Control Document Catalog | Document that provides an index and specifications of each data exchange and interface. | Document |  | Change Request |  |  |  |
|  | IV.O.9 Data Transformation | Data Transformation Plan | Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Transformation within the DMA environment. | Document |  | Change Request |  |  |  |
|  | IV.O.9 Data Transformation | Data Transformation Catalog | Document that provides an index and specifications of each data transformation. | Document |  | Change Request |  |  |  |
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# Turnover Deliverables

| IMS WBS ID | Related Proposal Section | Deliverable Name | Deliverable Description | Deliverable Type | Format | Frequency | Deliverable Size | Review Time Period | Review Method / Contractor Support |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | V. D Performance and Status Reporting | Weekly Turnover Status Report | Document detailing the status of items related to Turnover. | Document |  | Weekly |  |  |  |
|  | V.B Turnover Planning | Turnover Plan | A document describing turnover strategy, methodology, process, tools, quality and contingency aspects | Document |  | Singular |  |  |  |
|  | V.C PM and SDLC | Turnover Requirements Document | Document identifying roles, responsibilities and requirements for the State and/or successor contractor to complete a successful turnover process | Document |  | Singular |  |  |  |
|  | V.C PM and SDLC | Turnover Schedule | Work plan / schedule outlining turnover activities, durations, dates, and relationships to other activities necessary to complete the transition to a new entity. | Document |  | weekly |  |  |  |
|  | V.D Performance and Status Reporting | Monthly Turnover Status Report | Document detailing the status of items related to Turnover | Document |  | Monthly |  |  |  |
|  | V.D Performance and Status Reporting | Quarterly Turnover Status Report | Document detailing the status of items related to Turnover | Document |  | Quarterly |  |  |  |
|  | V.F Quality Assurance and Monitoring | Turnover Quality Assurance Plan | Document that details the approach for ensuring that turnover work product is produced in a quality manner. | Document |  | Singular |  |  |  |
|  | V.G Change Management | Turnover Change Management Plan | Document providing step by step outline of how changes will be managed within the turnover phase. | Document |  | Singular |  |  |  |
|  | V.I Organizational Staffing | Staffing Contingency Plan | Plan detailing methods, approaches and processes to maintaining adequate staff through the end of Operations. | Document |  | Singular |  |  |  |
|  | V.K Turnover Contract Closeout | Closeout Attestation | Signed statement indicating that all transition activities are complete and have been met | Document |  | Singular |  |  |  |