
Vermont Department of Health

**WIC MIS/EBT
Implementation Task Matrix**

Version 2.0

Revision History

Date	Version	Description	Author
1/4/2012	1.0	Document Created	Nancy Rowell
1/5/2012	1.1	Updated	Nancy Rowell
1/12/2012	1.2	Updated with WIC tasks	Nancy Rowell
1/18/2012	1.3	Updated with DII tasks	Nancy Rowell
1/19/2012	1.4	Added MPSC data, made edits w/D. Bister	Nancy Rowell
1/24/2012	1.5	Added task for ER identification and definition	Nancy Rowell
1/26/2012	1.6	Updated After DII PMO meeting	Nancy Rowell
2/7/2012	1.7	Updated to match updated individual task documents & IAPD	Nancy Rowell
2/16/2012	1.8	Updated to match updated QA task document	Nancy Rowell
3/2/2012	1.9	Added Phases & Repeated header row	Nancy Rowell
3/19/2012	1.10	Updates after 3/15 meeting w/ state IT	Nancy Rowell
3/22/12	2.0	Final version updated after JK comments	Nancy Rowell

Introduction

The planned Vermont MIS/EBT Project, with three contracted vendors, their Project Management resources and State of Vermont Resources, is a large complex project, which will depend upon careful coordination of tasks, documentation, and scheduling. Project Management by all parties will be essential to complete the MIS/EBT project and its subprojects. To accomplish a strong framework for management, Vermont will provide a Program PM and a State PM who will track all parties' tasks, deliverables and schedules to completion, with PM oversight provided by the Vermont Department of Information and Innovation, under the control of Vermont's CIO.

Purpose

The purpose of this document is to coordinate the tasks and deliverable documents for the T&I, QA, and EBT Contractors and the State of Vermont Implementation staff, at a high level. The Final Project Management Plan will decompose tasks and deliverables further to a more granular level. Each column of responsibility for tasks may involve multiple staff to accomplish the tasks. The State of Vermont tasks will involve the State Project Manager, WIC Program PM, Vermont WIC program and WIC Implementation Team, and the Vermont IT Implementation Team. The First Planning Phase (Pre-initiation) is an additional period added to the usual Planning, Design, Development, Pilot, and Rollout phases. This phase will be a transition phase, from Procurement to Project Kickoff, for the Vermont Team and will end on 9/30/2013 with the project's Kickoff, although some subprojects will continue in parallel during Project Planning, and design. Subprojects include Integration projects and APL/UPC data capture for MIS data population. This time will be used by Vermont to coordinate the final project planning with the QA contractor, including creating a preliminary Vermont Project Plan based upon responses to the chosen Vendors for EBT and MPSC transfer. The Project Plan and QA Management and Monitoring Plan will be finalized at the initiation of the Planning Phase.

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
Phase: Planning	<i>Pre-initiation</i>		<i>Pre-initiation</i>		<i>Pre-initiation</i>		<i>Pre-initiation</i>	
Start before 9/30/2013								
					Pre-initiation task Draft a Quality Management and Monitoring Plan	Deliverable 1 Comments on the EBT RFP project management plan. Deliverable 2 Comments on the MIS RFP project management plan Deliverable 3 Quality Assurance	Pre-initiation -task APL/UPC Data collection Pre-initiation -task EBT Retail Vendor Integration grants Pre-initiation -task Independent Review Pre-initiation -task Create Project Logs	Deliverable 1 APL List including UPC data Deliverable 2 EBT Integration Grant documentation Deliverable 3 Independent Review Summary Deliverable 4 Decision Log

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
						<i>Checklist</i> Pre-initiation -task <i>Draft Project Plans</i> Pre-initiation -task <i>Draft 5 yr cost model</i> Pre-initiation -task <i>Develop Communication Matrix</i> Pre-initiation -task <i>Detailed Effort and Cost Estimating of <u>DII</u> Costs</i> Pre-initiation -task <i>Cost Estimate Summary of <u>DII</u> Costs</i> Pre-initiation -task <i>Draft Schedule Checklist</i> Pre-initiation -task <i>Draft Resource Requirements Responsibility Matrix</i>	Deliverable 5 <i>Project Log</i> Deliverable 6 <i>Project Plan-Technical</i> Deliverable 7 <i>MIS & EBT Project Plan</i> Deliverable 8 <i>5 yr cost model</i> Deliverable 9 <i>Communication Matrix</i> Deliverable 10 <i>Detailed Effort and Cost Estimating of <u>DII</u> Costs</i> Deliverable 11 <i>Cost Estimate Summary of <u>DII</u> Costs</i> Deliverable 12 <i>Schedule Checklist</i> Deliverable 13 <i>Resource Requirements Responsibility Matrix</i>	
Phase: Planning Start 9/30/2013 4 months	Task 1 Project Initiation and Management		Task 1 Project Initiation and Management		Task 1 Project Initiation and Management		Task 1 Project Initiation and Management	

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
1 day	Subtask 1.1 Project Initiation	Deliverable 1 Provide Comments on Project Initiation Meeting	Subtask 1.1 Project Initiation	Deliverable 1 Provide Comments on Project Initiation Meeting	Subtask 1.1 Project Initiation Subtask 1.2 Present Quality Management and Monitoring Plan	Deliverable 4 Comments on Project Initiation Meeting Deliverable 5 Quality Management and Monitoring Plan	Subtask 1.1 Project Initiation Log Subtask 1.2 Present Project Plan Subtask 1.3 Gain Project Plan Acceptance Subtask 1.4 Approve QA monitoring Plan	Reoccurring Deliverable 14 Issue Log Reoccurring Deliverable 15 Change Control Log Reoccurring Deliverable 16 Meeting Agenda and Discussion Log
4 months	Subtask 1.2 System Transfer and Modification and Testing Plan	Deliverable 2 System Transfer, Modification and Testing Plan	Subtask 1.2 System Modification installation and Testing Plan	Deliverable 2 System Modification installation and Testing Plan	Subtask 1.3 Review MIS & EBT Contactor plans	Deliverable 6 Provide Comments on T&I Contractor's System Transfer, Modification and Testing Plan and the EBT Contractor's Modification, Implementation, and Testing Plan	Subtask 1.5 Review & Approve MIS & EBT Contactor plans	
2 months	Subtask 1.3 Draft Project Work Plan	Deliverable 3 Project Work Plan	Subtask 1.3 Draft Project Work Plan	Deliverable 3 Project Work Plan	Subtask 1.4 Review MIS & EBT Work plans	Deliverable 7 Draft Master Work Plan and Schedule document	Subtask 1.6 Review & Approve Final Work plans	Deliverable 17 Final Master Work Plan and Schedule document
	Subtask 1.4 Attend Bi-weekly Status Calls	Deliverable 4 Create MIS Status Reports	Subtask 1.4 Attend Bi-weekly Status Calls	Deliverable 4 EBT Status Reports	Subtask 1.5 Attend Bi-weekly Status Calls		Subtask 1.7 Attend Bi-weekly Status Calls Subtask 1.8 Create Fit-Gap Analysis	Deliverable 18 Fit-Gap Analysis Deliverable 19 Master Bi-weekly Master Status Report
Phase: Design Start 1/30/2014 4 months	TASK 2 System Design Confirmation and Change Requirements		Task 2 System Design Confirmation and Change Requirements		TASK 2 System Design Confirmation and Change Requirements		TASK 2 System Design Confirmation and Change Requirements	
4 months	Subtask 2.1 Review of System	Deliverable 5 System Design	Subtask 2.1 Requirements	Deliverable 5 Requirements Validation	Subtask 2.1 Review of System	Deliverable 8 Review and Provide	Subtask 2.1 Business Process Review/ Policy	Deliverable 20 Updated Policy Manual

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
	<i>Design Confirmation and Change Requirements Sessions & Meeting Agenda</i>	<i>Confirmation Sessions' documentation</i>	<i>Validation and Change Requirements Sessions & Meeting Agenda</i>	<i>documentation</i>	<i>Design Confirmation and Change Requirements Sessions</i>	<i>Comments on System Design Confirmation and Change Requirements Sessions</i>	<i>Adjustment</i> Subtask 2.2 <i>Attend MIS & EBT JAD Sessions</i> Subtask 2.3 <i>Identify and Define Enhancement Requests</i> Subtask 2.4 <i>Confirm Change orders</i>	Deliverable 21 <i>Enhancement Request specifications</i>
4 months	Subtask 2.2 <i>Update Detailed Functional Design Document (DFDD)</i>	Deliverable 6 <i>Updated Detailed Functional Design Document(DFDD)</i>	Subtask 2.2 <i>Create Detailed Functional Design Document (DFDD)</i>	Deliverable 6 <i>Detailed Functional Design Document (DFDD)</i>	Subtask 2.2 <i>Review Updated Detailed Functional Design Documents (DFDD)</i>	Deliverable 9 <i>Provide Comments on Updated Detailed Functional Design Documents</i>	Subtask 2.5 <i>Review and Approve Updated Detailed Functional Design Documents</i>	
4 months	Subtask 2.3 <i>Update Detailed Technical Specifications Document (DTSD)</i>	Deliverable 7 <i>Updated Detailed Technical Specifications Document (DTSD)</i>	Subtask 2.3 <i>Create Interface Specification Document</i>	Deliverable 7 <i>EBT-MIS Interface Specification Document</i>	Subtask 2.3 <i>Review Updated Detailed Technical Specifications Document (DTSD) and Interface Specifications</i>	Deliverable 10 <i>Review and Provide Comments on Updated Detailed Technical Specifications Document and Interface Specifications</i>	Subtask 2.6 <i>Review and Approve Updated Detailed Functional Design Documents & Updated Detailed Technical Specifications Document and Interface Specifications</i>	
4 months	Subtask 2.4 <i>Create Hardware, Data Conversion, Training, Security, Help Desk Support, Telecommunications, and Disaster Recovery Plans</i>	Deliverable 8 <i>Hardware Plan</i> Deliverable 9 <i>Data Conversion Plan</i> Deliverable 10 <i>Training Plan</i> Deliverable 11 <i>Updated Security Plan</i> Deliverable 12 <i>Help Desk Plan</i> Deliverable 13	Subtask 2.4 <i>Create Hardware, Training, Security, Help Desk Support, Telecommunications, and Disaster Recovery Plans</i> <i>Review MIS Data Conversion plan</i>	Deliverable 8 <i>Hardware Plan</i> Deliverable 9 <i>Review of Data Conversion Plan</i> Deliverable 10 <i>Training Plan</i> Deliverable 11 <i>Updated Security Plan</i> Deliverable 12 <i>Help Desk Plan</i>	Subtask 2.4 <i>Review Data Conversion, Training, Security, Telecommunications, and Disaster Recovery Plans</i>	Deliverable 11 <i>Provide Comments on Data Conversion, Training, Security, Telecommunications, and Disaster Recovery Plans</i> Deliverable 12 <i>Provide Comments on T&I Contractor's System Transfer Initiation Memorandum & EBT Installation Memorandum</i>	Subtask 2.7 <i>Equipment Procurement</i> Subtask 2.8 <i>(Pilot)Site Readiness Checklists Site Analysis</i> Subtask 2.9 <i>Update Security Plan</i> Subtask 2.10 <i>Approve Hardware, Data Conversion, Training, Security, Help Desk Support, Telecommunications, and Disaster Recovery Plans</i>	Deliverable 22 <i>State Security Plan</i> Deliverable 23 <i>Security Assessment</i>

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
		<i>Telecommunications Plan</i> Deliverable 14 <i>Disaster Recovery Plan</i> Deliverable 15 <i>System Transfer Initiation Memorandum</i>		Deliverable 13 <i>Telecommunications Plan</i> Deliverable 14 <i>Disaster Recovery Plan</i> Deliverable 15 <i>System installation Initiation Memorandum</i>			Subtask 2.11 <i>Conduct a Security Assessment</i>	
Phase: Development Start 5/30/2014 9 months	TASK 3 System Modification and Testing		TASK 3 System Modification and Testing		TASK 3 System Modification and Testing		TASK 3 System Modification and Testing	
6 months	Subtask 3.1. <i>System Transfer Initiation</i>		Subtask 3.1 <i>Retailer and Clinic Enablement</i> Subtask 3.2 <i>Retailer / TPP Certification testing</i> Subtask 3.3 <i>Card Design</i>	Deliverable 16 <i>Integrated Retailer Interface Specification Document</i> Deliverable 17 <i>Retailer Enablement and Certification Plan</i> Deliverable 18 <i>Clinic Enablement Plan</i> Deliverable 19 <i>Clinic Enablement Acceptance Report</i> Deliverable 20 <i>Integrated Retailer Certification Test Scripts</i> Deliverable 21 <i>Retailer Acceptance Report</i>	Subtask 3.1 <i>Monitor MIS System Transfer Initiation</i> Subtask 3.2 <i>Review Interface Specification Document</i> Subtask 3.3 <i>Review Retailer Test scripts</i> Subtask 3.4 <i>Monitor Retail Certification</i> Subtask 3.5 <i>Monitor Clinic Enablement Plan</i>	Deliverable 13 <i>Comments on Retailer enablement Plan</i> Deliverable 14 <i>Comments on Clinic Enablement Plan</i>	Subtask 3.1 <i>Assemble Training Materials</i> Subtask 3.2 <i>Monitor Retailer Certifications</i> Subtask 3.4 <i>Card Design Approval</i> Subtask 3.5 <i>Oversee System Transfer</i> Subtask 3.6 <i>Equipment Procurement</i> Subtask 3.7 <i>Test Equipment</i>	

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
				Deliverable 22 Card Design				
	Subtask 3.2 Monitor System Modification, Technical Testing, and Revision		Subtask 3.4 Monitor System Modification, Technical Testing, and Revision		Subtask 3.6 Monitor System Modification, Technical Testing, and Revision		Subtask 3.8 Central Operations Preparation	
1 month	Subtask 3.3 Unit/Module Test	Deliverable 16 Certification of readiness for UAT	Subtask 3.5 System Implementation/ Testing Subtask 3.6 Unit and Interface Testing Subtask 3.7 Performance and Network Capacity/Scalability Testing Subtask 3.8 Automated Response Unit (ARU) Testing Subtask 3.9 Retailer / TPP Certification testing	Deliverable 23 Implementation Plan Deliverable 24 Certification of readiness for UAT	Subtask 3.7 Review Site Analysis by Vermont Department of Health (VDH) WIC Program Staff to Assure Readiness for Implementation	Deliverable 15 Review and Provide Confirmation on the T&I & EBT Contractor's Certifications of Systems Readiness for UAT Deliverable 16 Review and Provide Comments on State Site Analysis Reports and T&I Contractor's Review and Assessment		
2 months	Subtask 3.4 Operational Planning, Documentation, and Training and Clinic Enablement	Deliverable 17 User Training Materials Deliverable 18 User and Operations Manuals	Subtask 3.10 Operational Planning, Documentation, Training and Retailer and Clinic Enablement	Deliverable 25 User Training Materials Deliverable 26 User and Operations Manuals	Subtask 3.8 Review of Operational Planning and Documentation	Deliverable 17 Provide Comments on User and Operations Manuals	Subtask 3.9 Train Central staff Subtask 3.10 Train DO staff	Deliverable 24 Certify staff as trained
Phase: Development	TASK 4 User Acceptance Test (UAT)		TASK 4 User Acceptance Test (UAT)		TASK 4 User Acceptance Test (UAT)		TASK 4 User Acceptance Test (UAT)	

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
Start 1/30/2015 3 months							FNS - Go/No Go point	
140 screens 1st - 8 wks 2nd - 1 wk +regression	Subtask 4.1 Central Operation and Test Bed Site Preparation	Deliverable 19 Readiness Certification for System Software	Subtask 4.1 Monitor Central Operation and Test Bed Site Preparation	Deliverable 27 Readiness Certification for System Software	Subtask 4.1 Conduct UAT Planning Meeting and Develop Test Plan Subtask 4.2 Central Operation and Test Bed Site Preparation	Deliverable 18 Master Test Plan Deliverable 19 User Acceptance Test Scripts	Subtask 4.1 Train UA staff	Deliverable 25 Certify UA staff as trained
3 months	Subtask 4.2. Support UAT and System Revision	Deliverable 20 UAT Testing Report Deliverable 21 Assessment and Certification of System Readiness for Pilot Implementation	Subtask 4.2 Support UAT and System Revision	Deliverable 28 UAT Testing Report Deliverable 29 Assessment and Certification of System Readiness for Pilot Implementation	Subtask 4.3 Support UAT and System Revision	Deliverable 20 Review and Provide Confirmation on the T&I Contractor's Certification of System Readiness for Pilot Implementation Deliverable 21 Master UAT Testing Report	Subtask 4.2 User Acceptance Testing	Deliverable 26 Defect submission Deliverable 27 Enhancement Requests log
Phase: Pilot Operations Start 5/30/15 3 Month	TASK 5 Pilot		Task 5 Pilot	TASK 5 Pilot		TASK 5 Pilot FNS - Go/No Go point		
	Subtask 5.1 Help Desk Services	Deliverable 22 Updated Help Desk Services Plan	Subtask 5.1 Help Desk Services	Deliverable 30 Updated Help Desk Services Plan	Subtask 5.1 Help Desk Services	Deliverable 22 Updated Master Help Desk Services Plan	Subtask 5.1 Approve Updated Helpdesk Services	
1 day	Subtask 5.2 System Pilot Initiation Meeting	Deliverable 23 System Pilot Initiation Memorandum	Subtask 5.2 System Pilot Initiation Meeting	Deliverable 31 System Pilot Initiation Memorandum	Subtask 5.2 Participate in System Pilot Initiation Meeting	Deliverable 23 Review and Provide Comments on System Pilot Initiation Memorandums	Subtask 5.2 Approve Memorandums	
2 weeks	Subtask 5.3		Subtask 5.3	Deliverable 32	Subtask 5.3	Deliverable 24	Subtask 5.3	Deliverable 28

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
	<i>Pilot Agency (State Office and Clinic) Training and Preparation</i>		<i>Pilot Agency (State Office and Clinic) Training and Preparation</i>	<i>Trained Pilot Agency certification</i>	<i>Monitor Pilot Agency (State Office and Clinic) Training and Preparation</i>	<i>Provide Assessment of Pilot Site Readiness</i>	<i>Training (Central Office)</i> Subtask 5.4 <i>Training (Pilot Clinics and State)</i>	<i>Certify staff as trained</i>
1 week	Subtask 5.4 <i>Data Conversion</i>				Subtask 5.4 <i>Monitor Data Conversion</i>		Subtask 5.5 <i>Data Conversion</i>	Deliverable 29 <i>Data Conversion Report</i>
3 months	Subtask 5.5 <i>Monitor System Pilot</i>	Deliverable 24 <i>On-Going Pilot Issue Log</i>	Subtask 5.4 <i>Monitor System Pilot</i>	Deliverable 33 <i>On-Going Pilot Issue Log</i>	Subtask 5.5 <i>Monitor System Pilot</i>	Deliverable 25 <i>Master On-Going Pilot Issue Log</i>	Subtask 5.6 <i>Monitor pilot operations</i>	
1 month	Subtask 5.6 <i>Modify, Retest System and Evaluate Pilot</i>	Deliverable 25 <i>Regression Acceptance Test</i> Deliverable:26 <i>System Pilot Technical Memorandum of Certification for Rollout</i> Deliverable 27 <i>Source Code</i>	Subtask 5.5 <i>Modify, Retest System and Evaluate Pilot</i>	Deliverable 34 <i>Regression Acceptance Test</i> Deliverable 35 <i>System Pilot Technical Memorandum of Certification for Rollout</i> Deliverable 36 <i>Source Code</i>	Subtask 5.6 <i>Modify, Retest System and Evaluate Pilot</i>	Deliverable 26 <i>Review and Provide Comments on T&I & EBT Contractors' Regression Acceptance Test Design</i> Deliverable 27 <i>Review and Provide Confirmation on the T&I & EBT Contractors' Certification of System Readiness for Rollout</i> Deliverable 28 <i>Ensure Delivery of Source Code</i>	Subtask 5.7 <i>Review Pilot Evaluation and System Modification/ Retesting</i>	
Phase: Rollout Start 9/30/2015 6 months	TASK 6 Rollout		TASK 6 Rollout		TASK 6 Rollout		TASK 6 Rollout FNS - Go/No Go point	
1 day	Subtask 6.1 <i>System Rollout Initiation Meeting</i>	Deliverable 28 <i>System Rollout Initiation Memorandum</i>	Subtask 6.1 <i>System Rollout Initiation Meeting</i>	Deliverable 37 <i>System Rollout Initiation Memorandum</i>	Subtask 6.1 <i>System Rollout Initiation Meeting</i>	Deliverable 29 <i>Review and Provide Comments on System Rollout Initiation Memorandums</i>	Subtask 6.1 <i>System Rollout Initiation Meeting</i>	

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
3 months	Subtask 6.2 Monitor System Operations, Help Desk and Hardware Support and Data Conversion		Subtask 6.2 Monitor System Operations, Help Desk and Hardware Support and Retailer training		Subtask 6.2 Monitor System Operations, Help Desk and Hardware Support and Retailer Training			
	Subtask 6.3 Post Implementation Problem Resolution and Checkpoints	Deliverable 29 Post-Implementation Assessment and Problem Resolution Memorandum	Subtask 6.3 Post Implementation Problem Resolution and Checkpoints	Deliverable 38 Post-Implementation Assessment and Problem Resolution Memorandum	Subtask 6.3 Post Implementation Problem Resolution and Checkpoints	Deliverable 30 Review and Provide Comments on the T&I & EBT Contractor's Post-Implementation Assessment and Problem Resolution Memorandum		
6 months	Subtask 6.4 System Documentation Update	Deliverable 30 Updated System Documentation	Subtask 6.4 System Documentation Update	Deliverable 39 Updated System Documentation Deliverable 40 Settlement and Reconciliation Manual	Subtask 6.4. System Documentation Update and Project Closure	Deliverable 31 Ensure Delivery of Updated System Documentation and Source Code	Subtask 6.2 Confirm delivery of Source Code	
Phase: Maintenance Start 3/30/2016 one year	TASK 7 Operation and Maintenance		TASK 7 Operation and Maintenance		TASK 7 Operation and Maintenance		TASK 7 Operation and Maintenance	
	Subtask 7.1 System Operation and Maintenance	Deliverable 31 Monthly Status Reports Deliverable 32 Continuation of Business Plan	Subtask 7.1 System Operation and Maintenance	Deliverable 41 Monthly Status Reports Deliverable 42 Continuation of Business Plan	Subtask 7.1 Monitor System Operation and Maintenance		Subtask 7.1 Review Status Reports Subtask 7.2 Approve Continuation of Business Plans	
	Subtask 7.2 System Defects, Errors and Bug Fixes	Deliverable 33 Documentation of Reported System Issues and Resolutions	Subtask 7.2 System Defects, Errors and Bug Fixes	Deliverable 43 Documentation of Reported System Issues and Resolutions	Subtask 7.2 Monitor System Defects reporting, Errors and Bug Fixes	Deliverable 32 Review and comment on Documentation of Reported System Issues and Resolutions		
	Subtask 7.3	Deliverable 34	Subtask 7.3	Deliverable 44	Subtask 7.3	Deliverable 33	Subtask 7.3	

VT Timeline	MIS T&I Tasks	MIS Deliverable	EBT Tasks	EBT Deliverable	QA tasks	QA Deliverable	VT State tasks	VT State Deliverables
	System Modification and Repairs	Updated Operations Manual	System Modification and Repairs	Updated Operations Manual Deliverable 45 Settlement and Reconciliation Manual	Monitor System Modification and Repairs Subtask 7.3 Review updated manuals	Review and comment on Monitor System Modification and Repairs Deliverable 34 Comments on updated manuals	Test and Approve System Modifications and Repairs Subtask 7.4 Accept updated manuals	
Phase: Maintenance	TASK 8 Project Closure		TASK 8 Project Closure		TASK 8 Project Closure		TASK 8 Project Closure	
	Subtask 8.1. Final System Documentation, Forms, Source Code, Data, and Other Materials	Deliverable 35 Software/Hardware Image Plan Deliverable 36 Complete System Program Documentation Recurring Deliverables	Subtask 8.1 Contract Closure	Deliverable 46 Contract Transition to services Plan	Subtask 8.1 Contract Closure		Subtask 8.1 Acceptance Criteria Subtask 8.2 Formal Acceptance of MIS & EBT Subtask 8.3 Peer Review Subtask 8.4 Support Transition Plan	Deliverable 30 Documentation Summary Deliverable 31 Closeout Report Deliverable 32 Completion Checklist Deliverable 32 Lessons Learned Deliverable 33 Post Implementation Review
Initial 1 Year Warranty Start 11/30/2016	Subtask 8.2. Contract Closure							