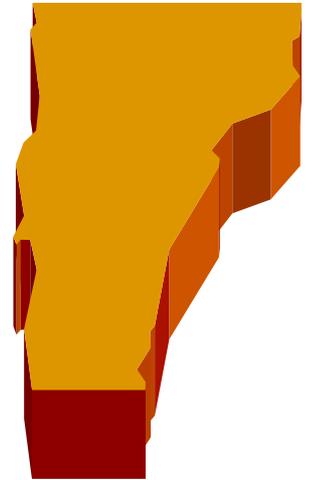


Vermont's WIC MIS & EBT Project



WIC's Future in Vermont



Vermont Circumstances

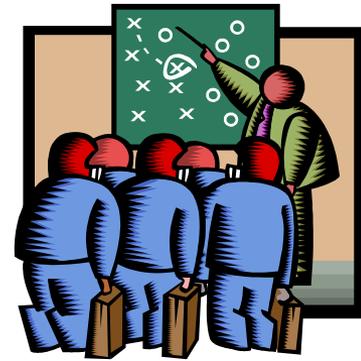


Vermont's current business process and information systems are unsustainable due to:

- Retiring vendors
- Upgraded transportation regulation
- Limited food choices
- Inability to participate in automated data exchanges
- Aging technologies with limited support options.
- Our key to a successful project was to create a project framework that works for our state's stakeholders.



Vermont's Planning Steps



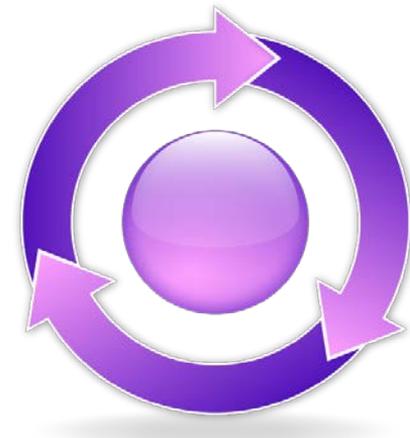
- Identified, Engaged & Informed all stakeholders
- Interviewed all stakeholders
- Examined our IT environment
- Defined a Vermont WIC Systems Vision
- Defined Vermont WIC Program and State IT resources
- Defined Vermont WIC systems needs - VT FReD
- Studied solutions options - FNS Feasibility and Alternative Analysis studies
- Wrote separate MIS Feasibility & EBT Feasibility Studies
- Selected a winner
- Wrote/submitted a combined FNS IAPD
- Wrote 3 RFPs

Vermont's Planning Strategy 1



- Began small – 4 member planning team with a Technical Lead, Project Manager, Project SME/Champion and Retail Vendor Manager
- All team members participated in most project activities to create continuity and knowledge transfer
- Kept as much work as possible in house for efficiencies of time and effort.
- Added team members as the project proceeded and expanded, newest members are a State Enterprise Architect and the State PMO
- Used VDH IT Requirements Team processes and documentation to define stakeholders and their vision.
- Then began to create required FNS documentation
- Concurrently developed documentation to make use of “waiting for FNS approval” weeks.

Vermont's Planning Strategy 2



Communicate, over and over and over..... Communication channels

- Meetings - Daily morning meetings WIC SME & Tech Lead, Weekly Full Team meeting, Weekly meetings with VDH IT, Monthly USDA/FNS conference calls, Monthly EBT NERO, Quarterly Retail Vendor conference calls, Meetings with VDH administration as required.
- Blogs - Retail Vendor Newsletter, Project Blog for Retail Vendors
- List-serve - for Retail Vendors
- Public VDH WIC Website - Retail Vendor informational pages on VDH website, Retail Vendor Training, Bidder's Library Site
http://www.healthvermont.gov/wic/MISEBT_Project.aspx
- E-mail - daily to planning team members, updates to VDH IT, AHS IT & DII as required
- SharePoint - Project has a SharePoint site open to other states, FNS and all our stakeholders, new SharePoint site for the Implementation Phase.
- Intranet – VDH IT Intranet WIC MIS/EBT Project Page

Project Status



- Approved EBT and MIS Feasibility Studies
- Approved MIS/EBT IAPD
- Drafted RFPs (QA, T&I, EBT) - under FNS review.

RFP Review path is:

DII Procurement RFP Template → WIC Template → VDH Legal → Attorney General → WIC Planning Team draft → VDH IT & FNS → WIC Planning Team Final → AHS IT → DII → BGS for posting.

- Planning for Implementation staffing and roles
- Planning for Integration Projects
- Refining our Work Breakdown Structure (WBS)
- Drafting individual plans (Staffing, Security, Implementation, Risk, Scope, etc.) for the Project plan

Project Design Tips



1. Create stakeholder communication flows
 2. Analyze your State's processes, procedures, standards
 3. Record your State's requirements
 4. Inventory your State's resources
 5. Use available Resources & Tools
 6. Build your Project Framework – Project Plan
 7. Own your project
 8. Only then write FNS deliverables
- Questions? Nancy.rowell@state.vt.us