



**Medicaid Management Information System Replacement (MMISR) Project**

**MMIS Project <insert plan name here>**

**HSD Deliverable Owner: <insert owner name here>**

**Contractor Deliverable Owner: <insert module contractor here>**

**Configuration Number: <insert version number here>**

**Date: <insert date here>**

*<insert module contractor logo here>*

*DELETE THIS TEXT BEFORE USING*

Template Instructions: Under File -> Prepare -> Properties, please enter the module contractor as Author unless otherwise appropriate

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# Introduction

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# <insert Plan name here> Purpose

# <insert Plan name here> Scope

# Approach

# Roles and Responsibilities

Table 1 – Roles and Responsibilities

| **Role** | **Responsibilities** |
| --- | --- |
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# Stakeholder Management

## Stakeholder Identification

## Stakeholder Management

# Process Diagrams

# Assumptions / Constraints / Risks

## Assumptions

## Constraints

## Risks

## Dependencies

# CMS Certification

In 2021, The Center for Medicare and Medicaid Services shifted from the Medicaid Enterprise Certification Toolkit (MECT) to an Outcomes Based Certification (OBC) approach.

* OBC are based on statutory or regulatory requirements
* State-specific outcomes are developed by states; they should be measurable and achievable
* Metrics are developed to provide evidence that outcomes are achieved on an ongoing basis

# Standards and Guidelines

This deliverable will be submitted as a Microsoft Word document, following CMS Standards. Project Management Book of Knowledge (PMBOK) standards were taken into account.

# Deliverable Development

## Deliverable Acceptance Criteria

The table below lists the Deliverable Acceptance Criteria.

Table 2 - Deliverable Acceptance Criteria

| Item # | Description |
| --- | --- |
| 1 | Deliverable meets quality checklist, including style guide check list items |
| 2 | Deliverable meets requirements and description of the contract Statement of Work |
| 3 | Deliverable meets the details of respective DED |
| 4 | Deliverable meets CMS guidance |

## Deliverable Review Process and Schedule

The review process for creating the deliverable has been developed and has been included as part of the Job Aid\_Paid and Non-Paid Deliverables Process found on SharePoint. The timeline is not included in this document in an effort to alleviate duplicative work. A link to this document can be found on SharePoint here: [Documents-> Module Contractor Deliverable Documents -> Deliverable Review Process Documents -> Job Aid\_Paid and Non-Paid Deliverables Process.](https://nmhsd.sharepoint.com/:b:/s/H20/Collaboration/SIVD/EfGxUxa_STlEnzm1ZtZ6R6EB5WCCn5XIIczPI6JifoYznA?e=MjrZDj)

# Appendices

## Appendix A: Deliverable Record of Changes

The deliverable will include a record of changes in the following form:

Table 4 - Deliverable Reference Record of Changes

| **Version Number** | **Date** | **Author/Owner** | **Description of Change** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Appendix B: List of Acronyms

A list of project-specific acronyms will be maintained on the MMISR SharePoint site.

Table 5 - List of Acronyms

| **Acronym** | **Definition** |
| --- | --- |
|  |  |
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## Appendix C: Referenced Documents

The following is a list of documents references in this plan. Access to the links are based on SharePoint permissions.

Table 6 - Referenced Documents

| **Document** | **Link** |
| --- | --- |
|  |  |
|  |  |
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|  |  |
|  |  |

## Appendix D: Deliverable Approval Form

Upon approval of the <insert name here> deliverable, proof of the approval must be uploaded to SharePoint in its’ respective deliverable folder.