

| ID | Task Mode | WBS | Task Name | Duration | Start | Finish | Nov 29, '15 | | | | | | | Dec 6, '15 | | | | | | | | | |
|----|-----------|-----|---|----------|--------------|--------------|-------------|---|---|---|---|---|---|------------|---|---|---|---|---|---|--|--|--|
| | | | | | | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| 1 | | 1 | Behavioral Health Center (BHC) Grant writing Proposal with BRG | 11 days | Mon 12/7/15 | Mon 12/21/15 | | | | | | | | | | | | | | | | | |
| 2 | | 1.1 | BRG draft for Jay Mittal and Alice Chan (and Dr. Gail Cunningham) | 5 days | Mon 12/7/15 | Fri 12/11/15 | | | | | | | | | | | | | | | | | |
| 3 | | 1.2 | Draft 1 for Dr. Suntha | 1 day | Mon 12/14/15 | Mon 12/14/15 | | | | | | | | | | | | | | | | | |
| 4 | | 1.3 | Review after Dr. Suntha's feedback | 5 days | Mon 12/14/15 | Fri 12/18/15 | | | | | | | | | | | | | | | | | |
| 5 | | 1.4 | Grant submission- final | 1 day | Mon 12/21/15 | Mon 12/21/15 | | | | | | | | | | | | | | | | | |
| 6 | | 2 | Maxim and Harry Brandt Clinic Collaboration meeting | 4 days | Tue 12/8/15 | Fri 12/11/15 | | | | | | | | | | | | | | | | | |
| 7 | | 2.1 | Finalize Maxim contract | 4 days | Tue 12/8/15 | Fri 12/11/15 | | | | | | | | | | | | | | | | | |
| 8 | | 2.2 | Finalize Harry Brandt Contract | 4 days | Tue 12/8/15 | Fri 12/11/15 | | | | | | | | | | | | | | | | | |
| 9 | | 3 | Center's Operation | 56 days | Mon 12/14/15 | Mon 2/29/16 | | | | | | | | | | | | | | | | | |
| 10 | | 3.1 | Decide on anticipated center standup date | | | | | | | | | | | | | | | | | | | | |
| 11 | | 3.2 | Schedule weekly meeting with BH operation team (Gail, Alice, Jay, Jackie Moore, Brandt and Maxim) to get guidance on ongoing issues | 2 days | Mon 1/4/16 | Tue 1/5/16 | | | | | | | | | | | | | | | | | |
| 12 | | 3.3 | Build team expectation of assigning deliverables and delivery deadline before center opens | 41 days | Mon 1/4/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | |

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| | | | | | | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 13 | | 3.4 | Schedule bi-monthly meeting with exec sponsor | 2 days | Mon 1/4/16 | Tue 1/5/16 | | | | | | | | | | | | | | | |
| 14 | | 3.5 | Schedule bi-monthly meeting with governance committee | 2 days | Mon 1/4/16 | Tue 1/5/16 | | | | | | | | | | | | | | | |
| 15 | | 3.6 | Discuss questions for this committee, develop policies and procedures | 21 days | Mon 2/1/16 | Mon 2/29/16 | | | | | | | | | | | | | | | |
| 16 | | 3.7 | Schedule meeting with IT to identify their needs before ordering IT equipment, EMR considerations, point | 2 days | Mon 1/4/16 | Tue 1/5/16 | | | | | | | | | | | | | | | |
| 17 | | 3.8 | Schedule meeting with Operations/Facilities to learn more about center/facility planning considerations | 2 days | Mon 12/14/15 | Tue 12/15/15 | | | | | | | | | | | | | | | |
| 18 | | | 3.9 | Schedule meeting with Material management to learn more about supply order/management considerations | 2 days | Mon 1/4/16 | Tue 1/5/16 | | | | | | | | | | | | | | |
| 19 | | 3.10 | Identify any legal issues in above meetings and schedule meeting with legal, if needed | 2 days | Mon 1/4/16 | Tue 1/5/16 | | | | | | | | | | | | | | | |
| 20 | | 4 | Patient Referral Plan | 5 days | Mon 1/4/16 | Fri 1/8/16 | | | | | | | | | | | | | | | |
| 21 | | | 4.1 | Develop patient referral workflow | 5 days | Mon 1/4/16 | Fri 1/8/16 | | | | | | | | | | | | | | |

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| 22 | | 5 | Finance Plan | 22 days | Mon 2/1/16 | Tue 3/1/16 | | | | | | | | | | | | | | | |
| 23 | | 5.1 | Funding for BHC Center | 21 days | Mon 2/1/16 | Mon 2/29/16 | | | | | | | | | | | | | | | |
| 24 | | 5.2 | Setting up Cost Center | 21 days | Mon 2/1/16 | Mon 2/29/16 | | | | | | | | | | | | | | | |
| 25 | | 5.3 | Determine appropriate cost allocations for staff | 1 day | Tue 3/1/16 | Tue 3/1/16 | | | | | | | | | | | | | | | |
| 26 | | 5.4 | Determine appropriate cost allocations for supplies | 1 day | Tue 3/1/16 | Tue 3/1/16 | | | | | | | | | | | | | | | |
| 27 | | 6 | Staffing Plan | 85 days | Tue 12/1/15 | Mon 3/28/16 | | | | | | | | | | | | | | | |
| 28 | | 6.1 | BHC : consulting psychiatrist, case manager (nurse), rotating therapist | 23 days | Tue 12/1/15 | Thu 12/31/15 | | | | | | | | | | | | | | | |
| 29 | | 6.2 | Maxim CHW | 23 days | Tue 12/1/15 | Thu 12/31/15 | | | | | | | | | | | | | | | |
| 30 | | 6.3 | Practice manager oversight : Harold Kuwazaki or Brandt's case manager as clinic supervisor | | TBD | | | | | | | | | | | | | | | | |
| 31 | | 6.4 | Develop workflows | 41 days | Mon 1/4/16 | Mon 2/29/16 | | | | | | | | | | | | | | | |
| 32 | | 6.5 | Develop job aids, SOPs, manual | 41 days | Mon 2/1/16 | Mon 3/28/16 | | | | | | | | | | | | | | | |
| 33 | | 7 | Facilities | 66 days | Mon 11/30/15 | Mon 2/29/16 | | | | | | | | | | | | | | | |
| 34 | | 7.1 | Identify space requirements | 1 day | Mon 11/30/15 | Mon 11/30/15 | | | | | | | | | | | | | | | |
| 35 | | 7.2 | Identify location | 1 day | Mon 11/30/15 | Mon 11/30/15 | | | | | | | | | | | | | | | |
| 36 | | 7.3 | Sign lease | 23 days | Tue 12/1/15 | Thu 12/31/15 | | | | | | | | | | | | | | | |
| 37 | | 7.4 | Locate ADA compliant Space | 20 days | Fri 1/1/16 | Thu 1/28/16 | | | | | | | | | | | | | | | |
| 38 | | 7.5 | Initial site walk through | 1 day | Mon 11/30/15 | Mon 11/30/15 | | | | | | | | | | | | | | | |
| 39 | | 7.6 | Second site walk through | 1 day | Mon 12/28/15 | Mon 12/28/15 | | | | | | | | | | | | | | | |

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| | | | | | | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | | | | | |
| 40 | | 7.7 | Schedule conversation with architect to design build out and interiors | 1 day | Mon 1/11/16 | Mon 1/11/16 | | | | | | | | | | | | | | | | | | | | | |
| 41 | | 7.8 | Schedule time with furnishing company to furnish center | 21 days | Mon 2/1/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | | | | | |
| 42 | | 7.9 | Determine build outs/upgrades (minimize if possible to keep standup time/cost low) | 36 days | Mon 1/11/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | | | | | |
| 43 | | 7.10 | Schedule contractor meeting for design improvements/ build outs | 36 days | Mon 1/11/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | | | | | |
| 44 | | 7.11 | Take possession and complete walk through | 1 day | Mon 2/29/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | | | | | |
| 45 | | 8 | Marketing/Communications | 60 days | Tue 12/8/15 | Mon 2/29/16 | | | | | | | | | | | | | | | | | | | | | |
| 46 | | 8.1 | Develop communication strategy: work with Marketing Dir. Kellie Edris | 4 days | Tue 12/8/15 | Fri 12/11/15 | | | | | | | | | | | | | | | | | | | | | |
| 47 | | 8.2 | Develop HRC Brochure | 15 days | Mon 2/1/16 | Fri 2/19/16 | | | | | | | | | | | | | | | | | | | | | |
| 48 | | 8.3 | Identify targets - for marketing program - PCPs, hospitalists | 1 day | Fri 1/15/16 | Fri 1/15/16 | | | | | | | | | | | | | | | | | | | | | |
| 49 | | 8.4 | Deploy physician liaisons to visit physician offices to convey BHC mission and discuss how we can work closely with their office | 21 days | Mon 2/1/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | | | | | |
| 50 | | 9 | Finalize Deliverables | 1 day | Wed 12/9/15 | Wed 12/9/15 | | | | | | | | | | | | | | | | | | | | | |

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| 51 | | 9.1 | Finalize Patient Brochure/Handbook | | | Pending grant announcement | | | | | | | | | | | | | | | | | |
| 52 | | 9.2 | Finalize Informational Brochure | | | Pending grant announcement | | | | | | | | | | | | | | | | | |
| 53 | | 9.3 | Finalize MD Bio Inserts | | | Pending grant announcement | | | | | | | | | | | | | | | | | |
| 54 | | 10 | Order Printed Material | 1 day | Wed 12/9/15 | Wed 12/9/15 | | | | | | | | | | | | | | | | | |
| 55 | | 10.1 | Order Patient Brochure/Handbook | | | Pending grant announcement | | | | | | | | | | | | | | | | | |
| 56 | | 10.2 | Order Informational Brochure | | | Pending grant announcement | | | | | | | | | | | | | | | | | |
| 57 | | 10.3 | Order MD Bio Inserts | | | Pending grant a | | | | | | | | | | | | | | | | | |
| 58 | | 10.4 | Obtain Approval on MD Bio Inserts | | | Pending grant announcement | | | | | | | | | | | | | | | | | |
| 59 | | 11 | Schedule Internal Meetings & Presentations | 42 days | Mon 1/4/16 | Tue 3/1/16 | | | | | | | | | | | | | | | | | |
| 60 | | 11.1 | Identify Physician, RN, Case Mgmt Champion/Evangelist | 41 days | Mon 1/4/16 | Mon 2/29/16 | | | | | | | | | | | | | | | | | |
| 61 | | 11.2 | Start presentations with aims, services, appropriateness criteria. Have an explicit request for attendees (ongoing) | 1 day | Tue 3/1/16 | Tue 3/1/16 | | | | | | | | | | | | | | | | | |
| 62 | | 12 | Internal Communication (email, webpage, screensaver) | 1 day | Wed 12/9/15 | Wed 12/9/15 | | | | | | | | | | | | | | | | | |
| 63 | | 12.1 | Talk to IT, communications to facilitate staff publicity at launch | | | Pending grant announcement | | | | | | | | | | | | | | | | | |

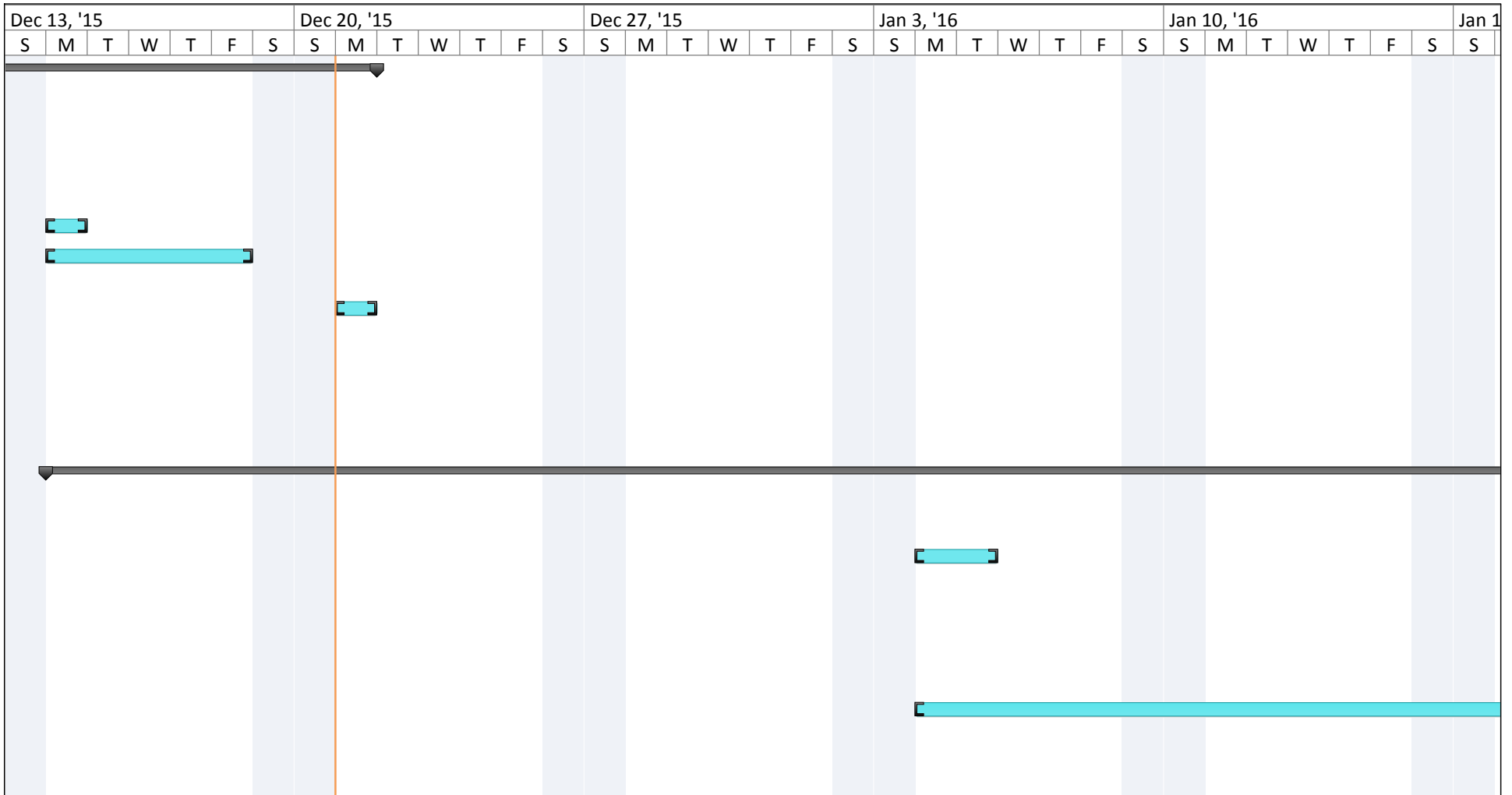
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| 64 | | 13 | External Communications | 1 day | Wed 12/9/15 | Wed 12/9/15 | | | | | | | | | | | | | | | |
| 65 | | 13.1 | Non employed PCPs/ Other PCPs | | Pending grant announcement | | | | | | | | | | | | | | | | |
| 66 | | 14 | Technology (IT) | 1 day | Wed 12/9/15 | Wed 12/9/15 | | | | | | | | | | | | | | | |
| 67 | | 14.1 | Install phone/ data lines | | Pending grant a | | | | | | | | | | | | | | | | |
| 68 | | 14.2 | Order computer (registration, MA, MD, Case Mgr., pharmacist) | | Pending grant announcement | | | | | | | | | | | | | | | | |
| 69 | | 14.3 | Order printers(registration, MA, MD, Case mgmt., pharmacist) | | Pending grant announcement | | | | | | | | | | | | | | | | |
| 70 | | 14.4 | Decide on outpatient EMR vs Inpatient EMR with IT staff | | Pending grant announcement - add to Epic scope | | | | | | | | | | | | | | | | |
| 71 | | 14.5 | License EMR for outpatient or use inpatient as transition | | Pending grant announcement - add to Epic | | | | | | | | | | | | | | | | |
| 72 | | 14.6 | Build specific sections in discharge notes, case management notes to highlight referral, risk score | | Pending grant announcement - add to Epic scope | | | | | | | | | | | | | | | | |
| 73 | | 15 | Equipment | 23 days | Tue 12/1/15 | Thu 12/31/15 | | | | | | | | | | | | | | | |
| 74 | | 15.1 | Assess equipment needs | 23 days | Tue 12/1/15 | Thu 12/31/15 | | | | | | | | | | | | | | | |
| 75 | | 15.2 | Order medical equipment - exam room, scale | 23 days | Tue 12/1/15 | Thu 12/31/15 | | | | | | | | | | | | | | | |

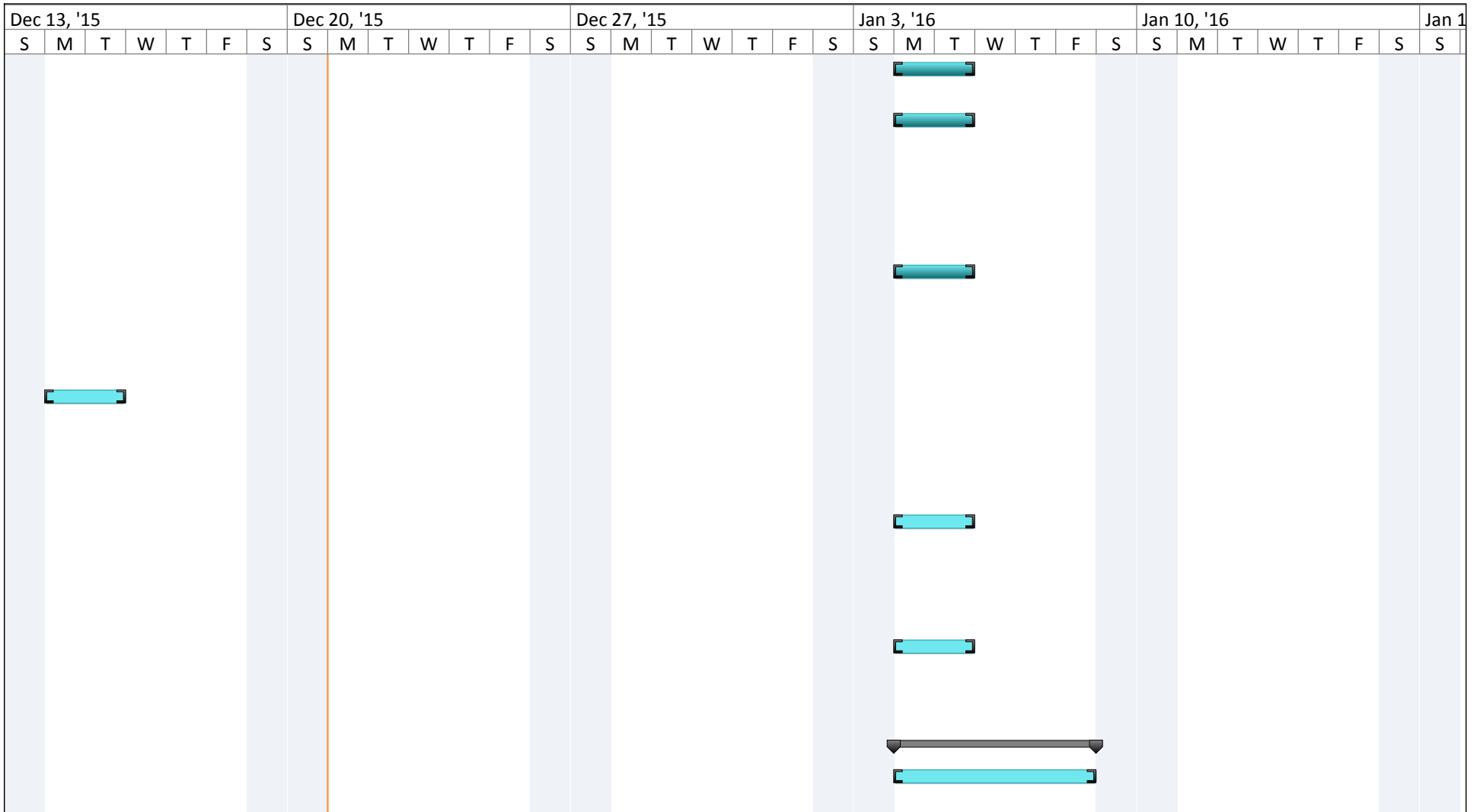
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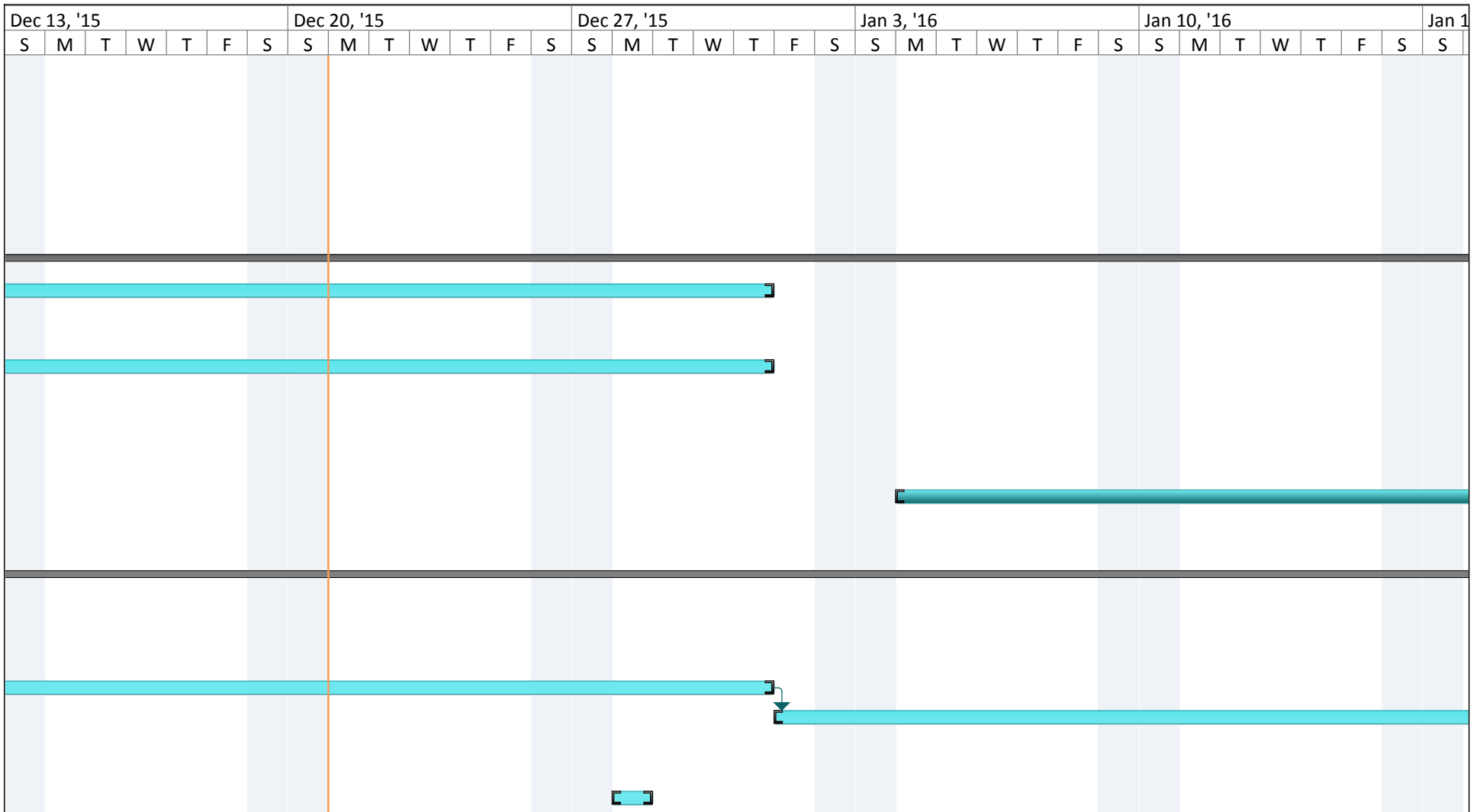
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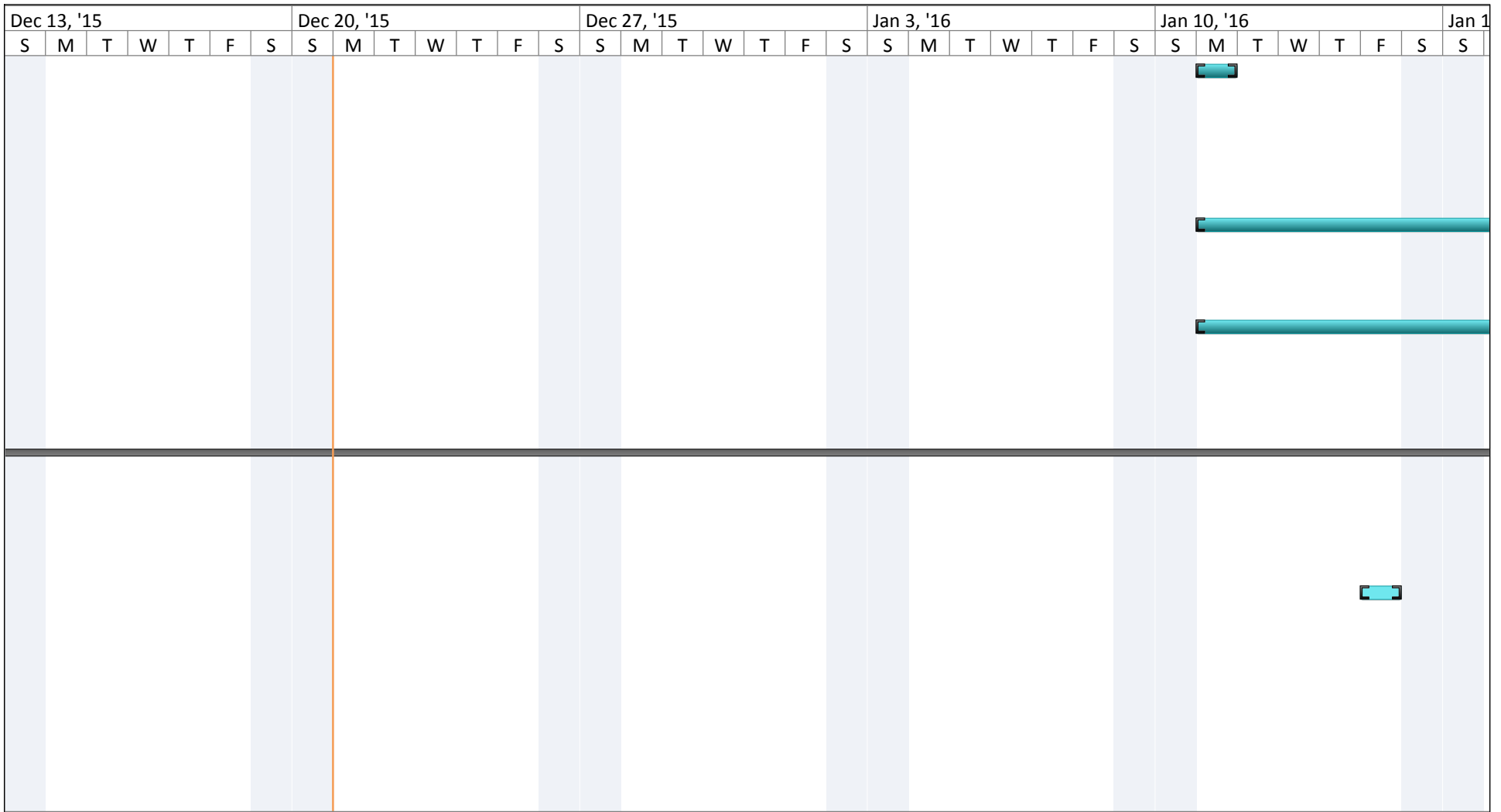
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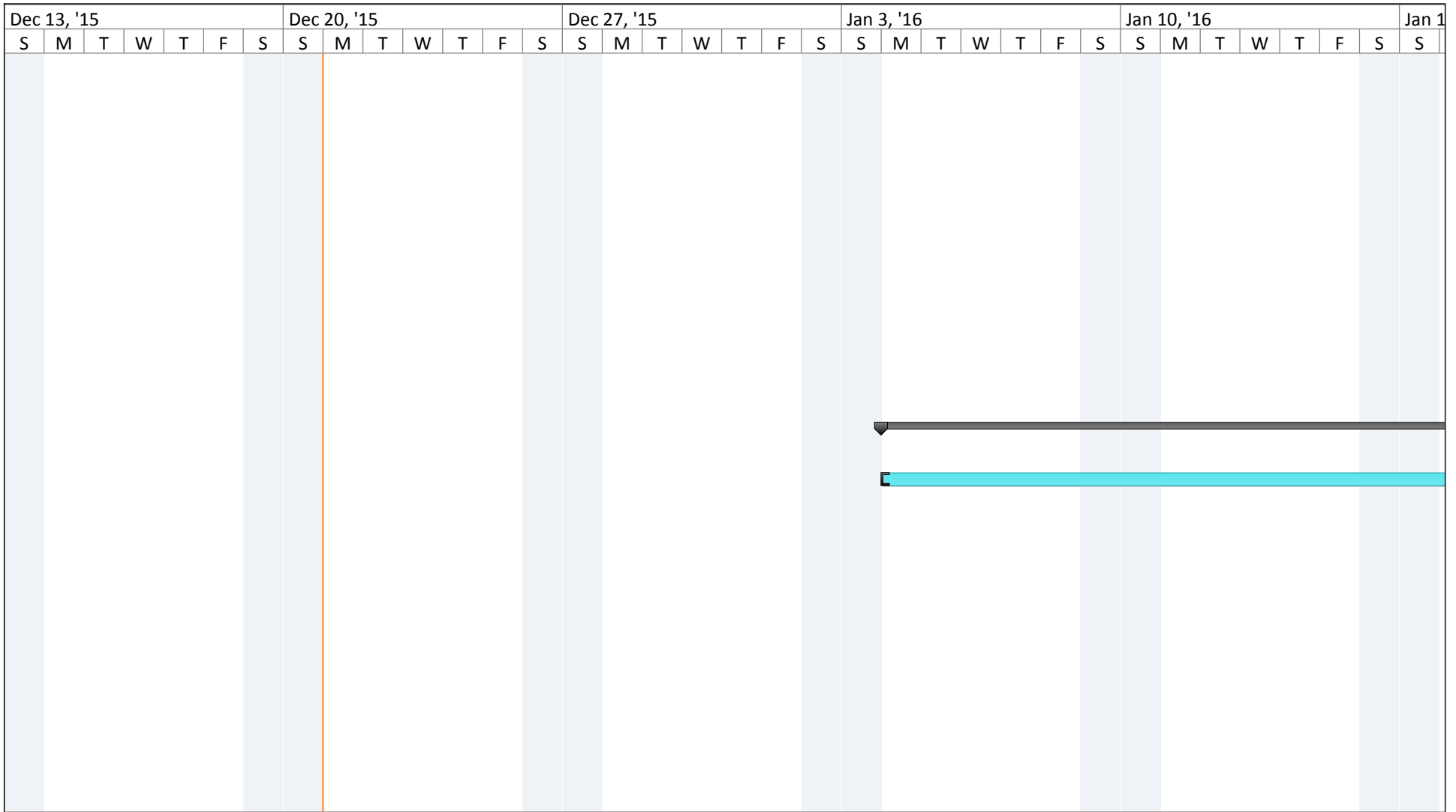
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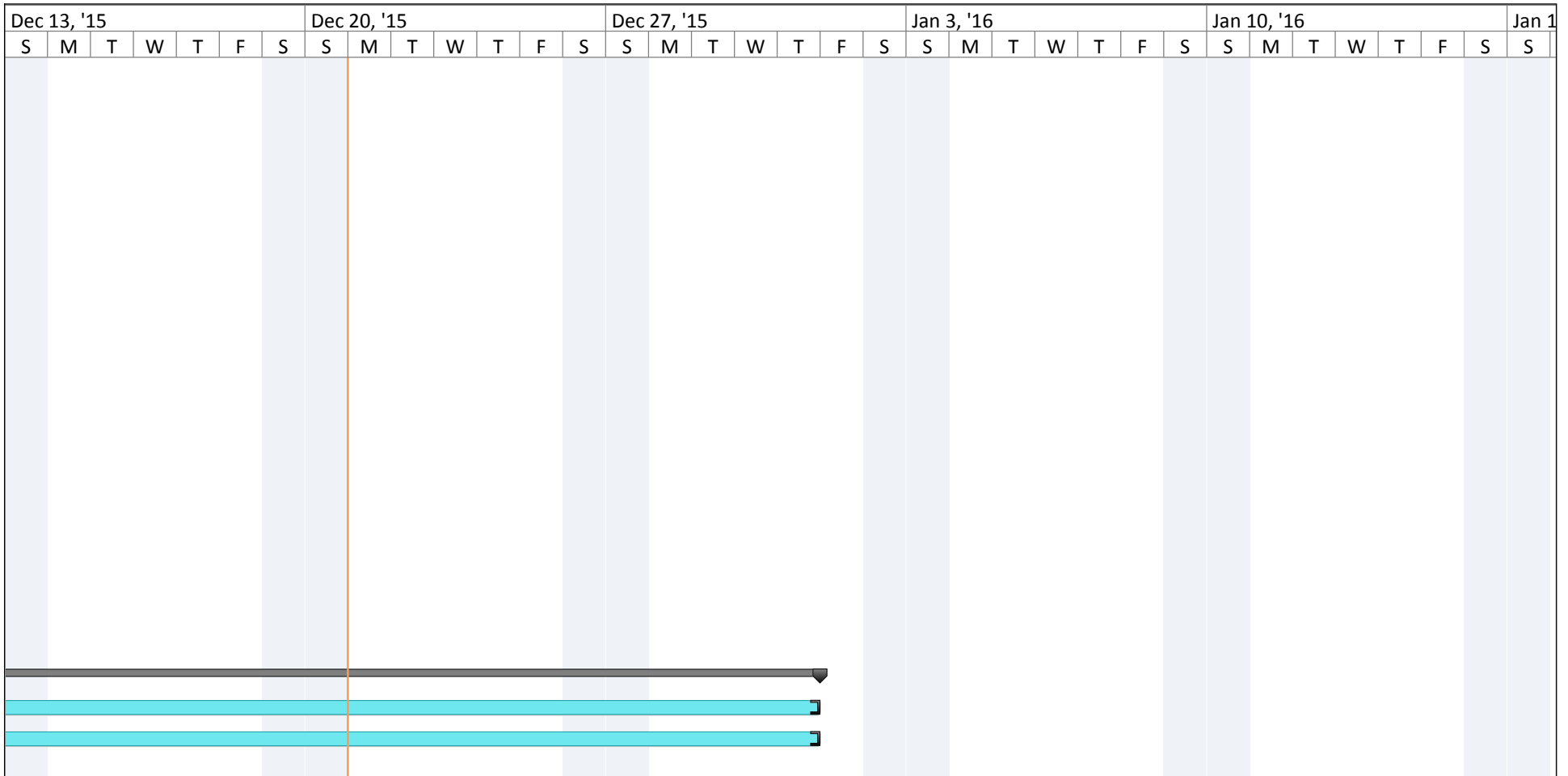
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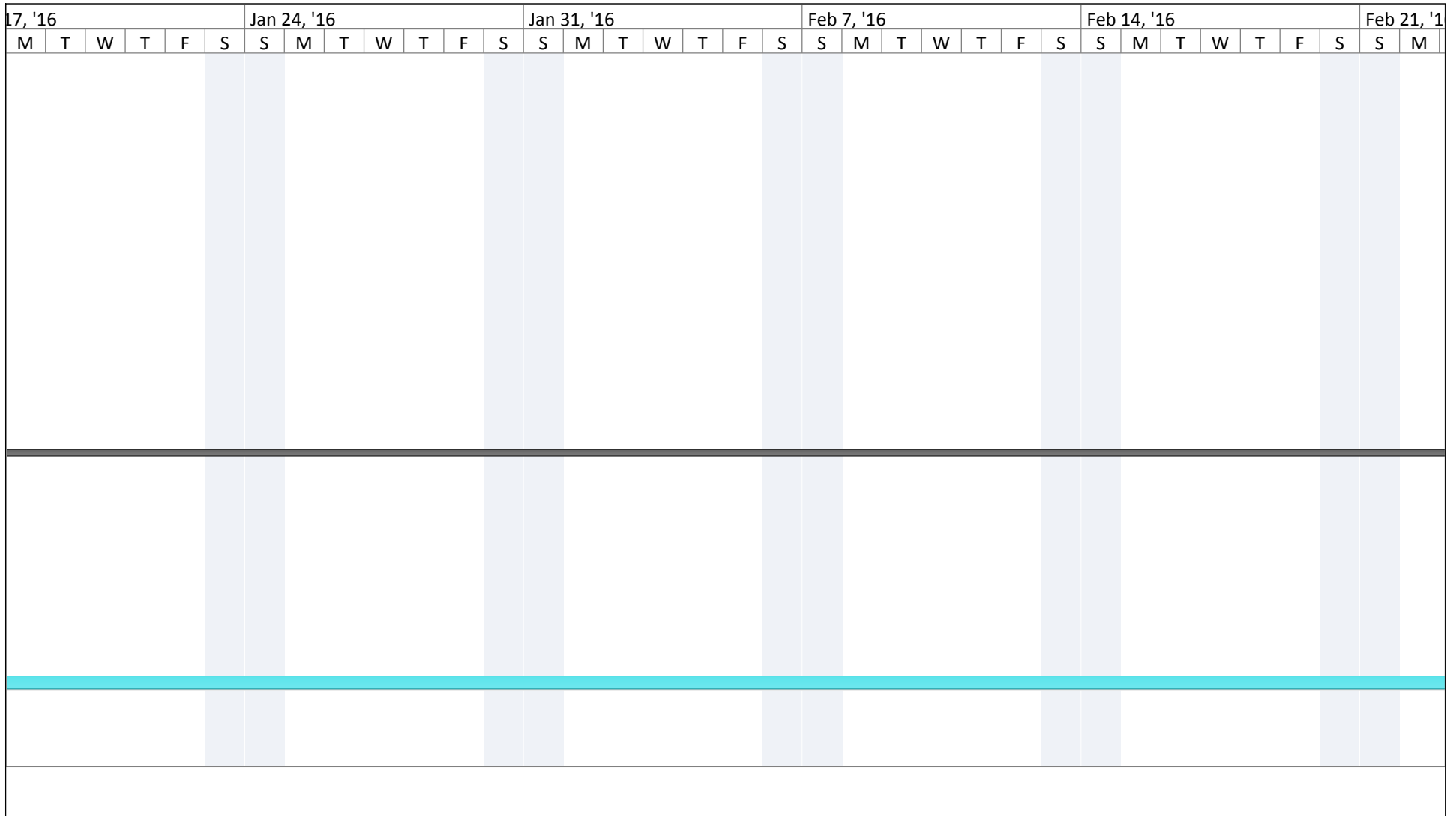
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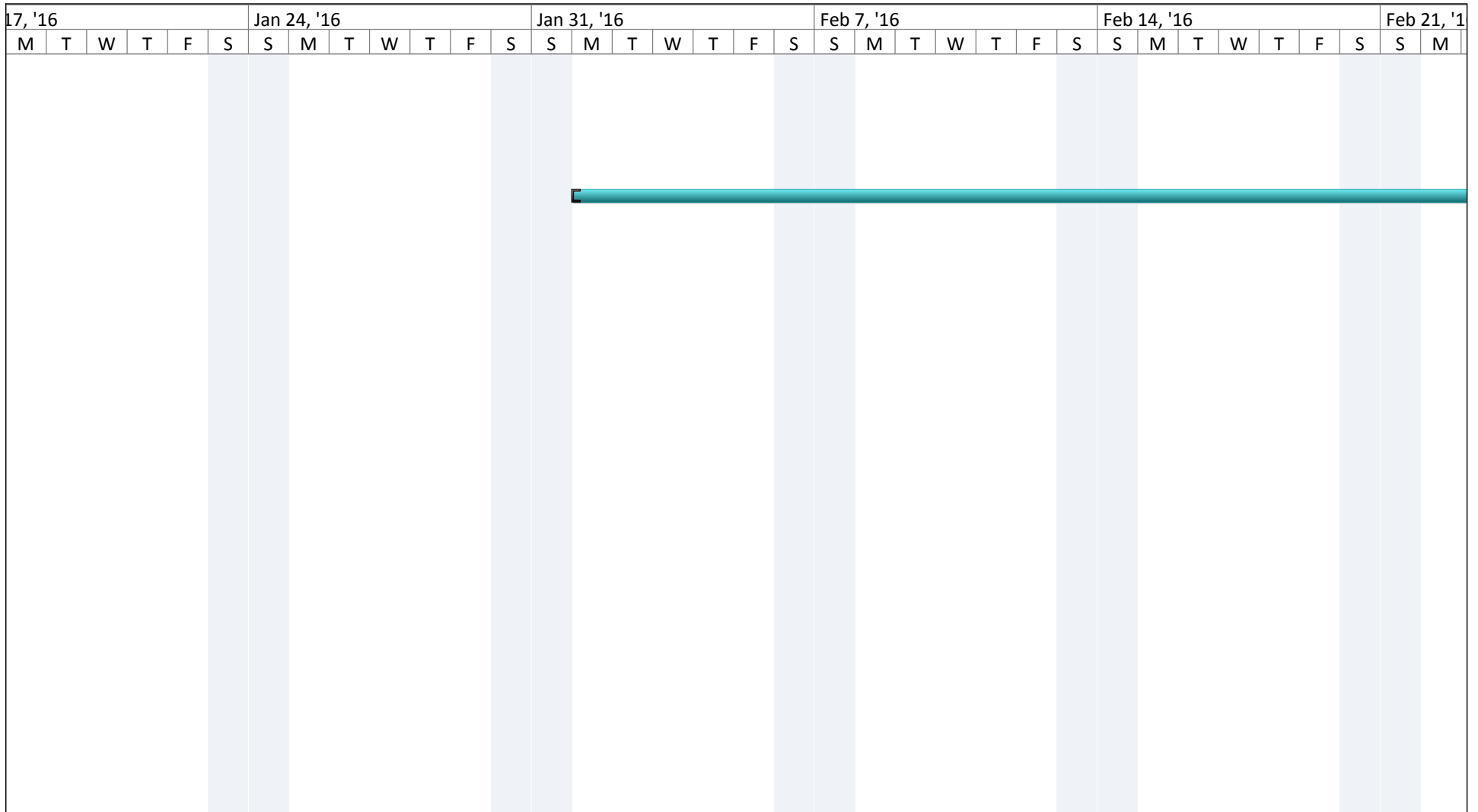
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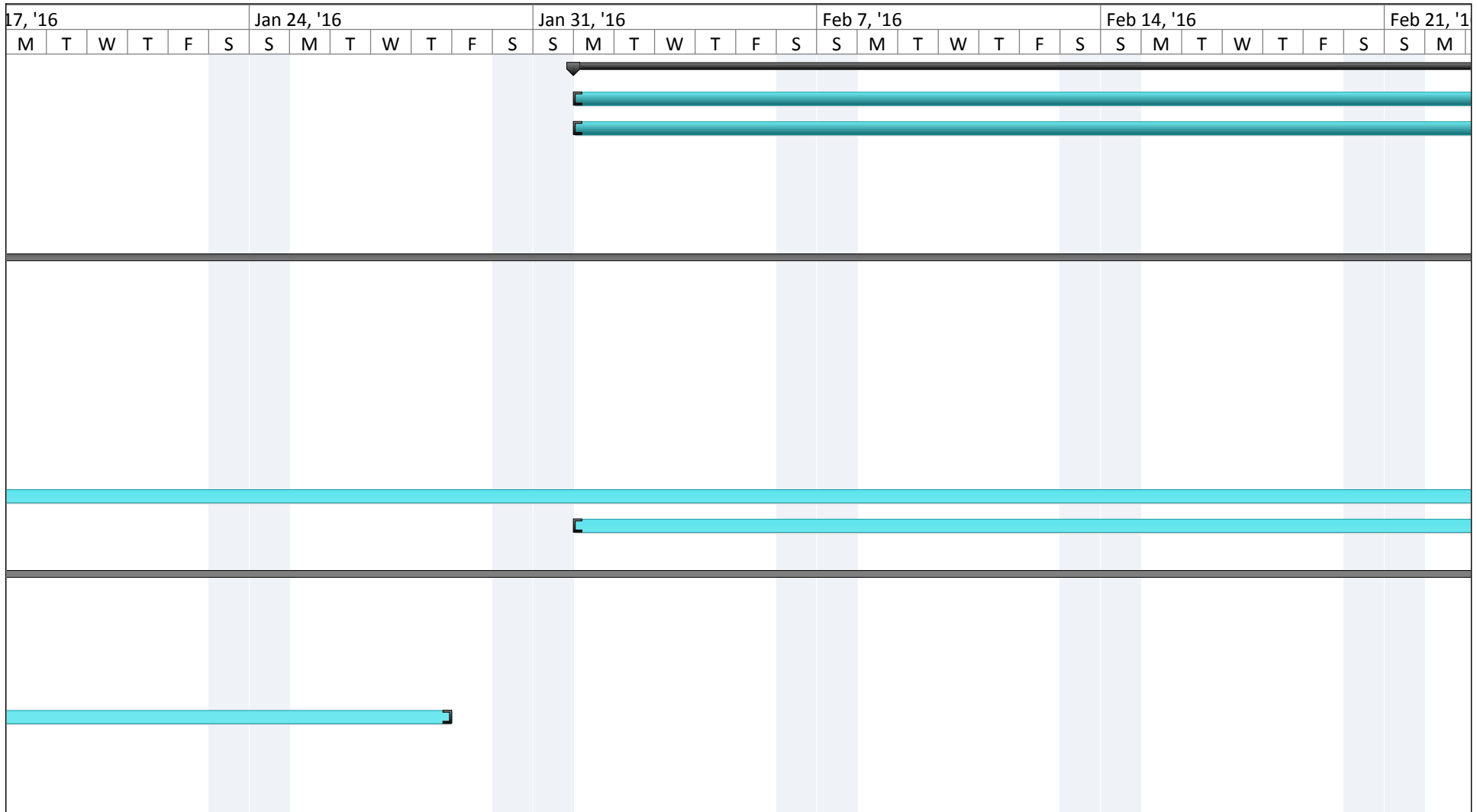
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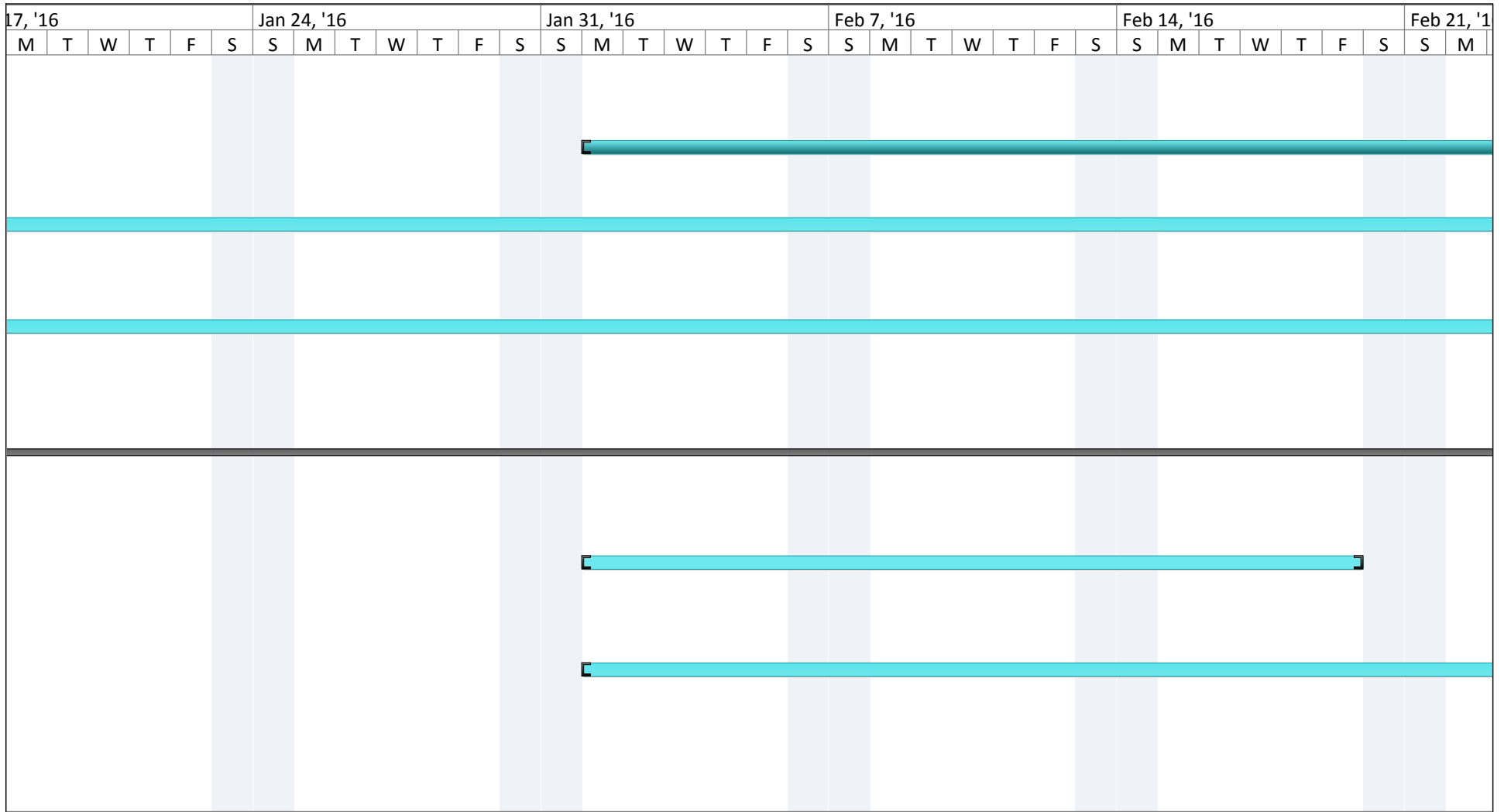
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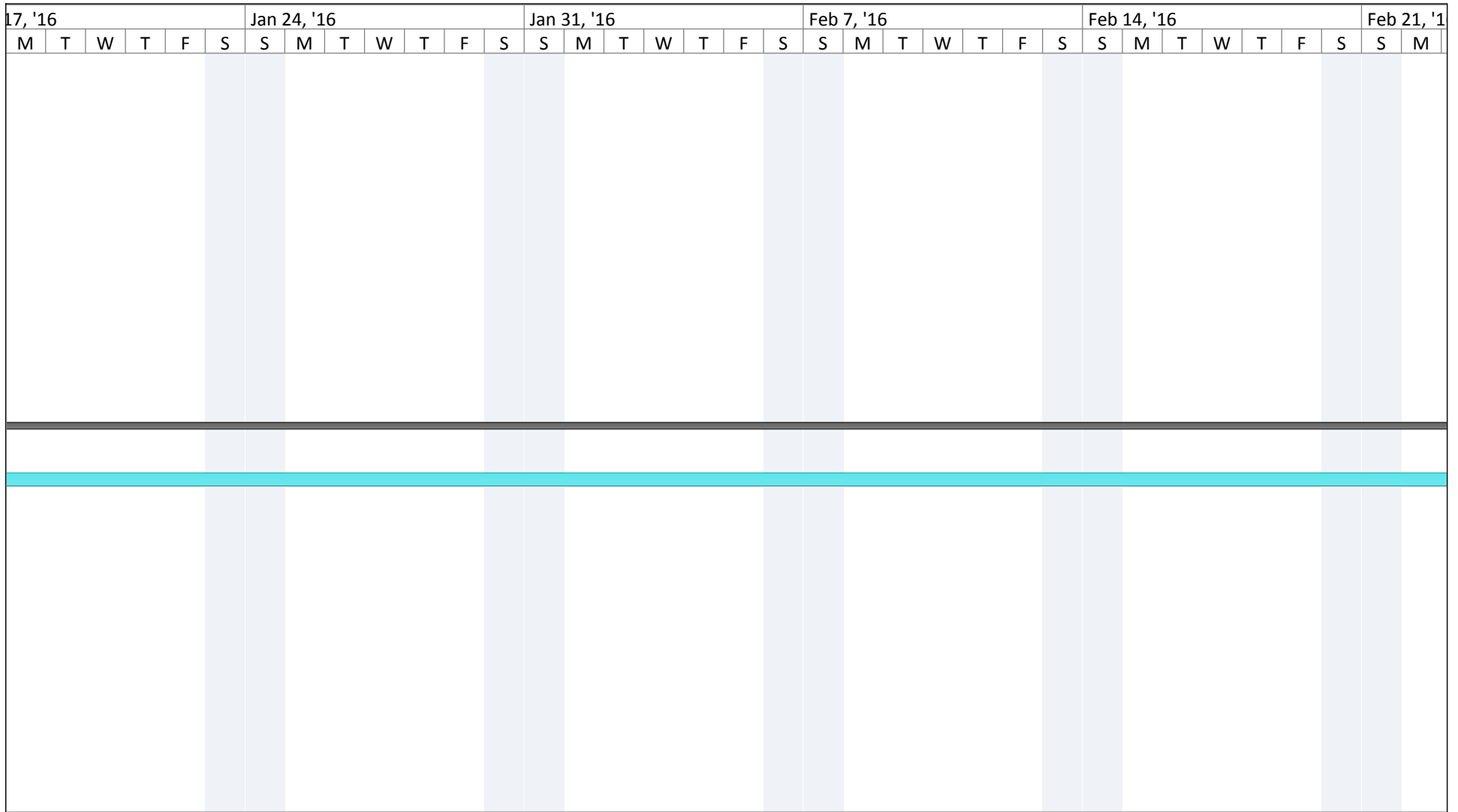
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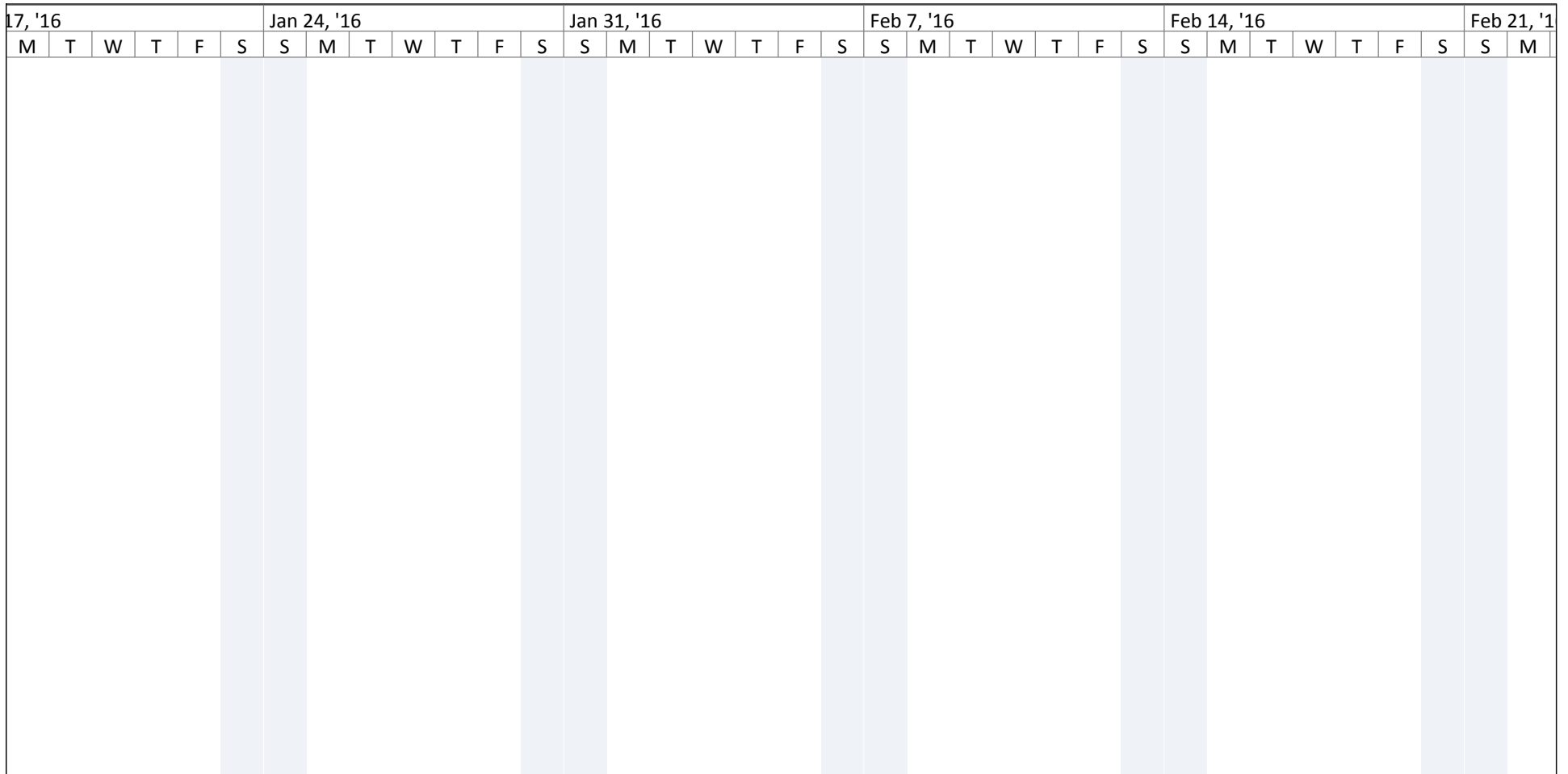
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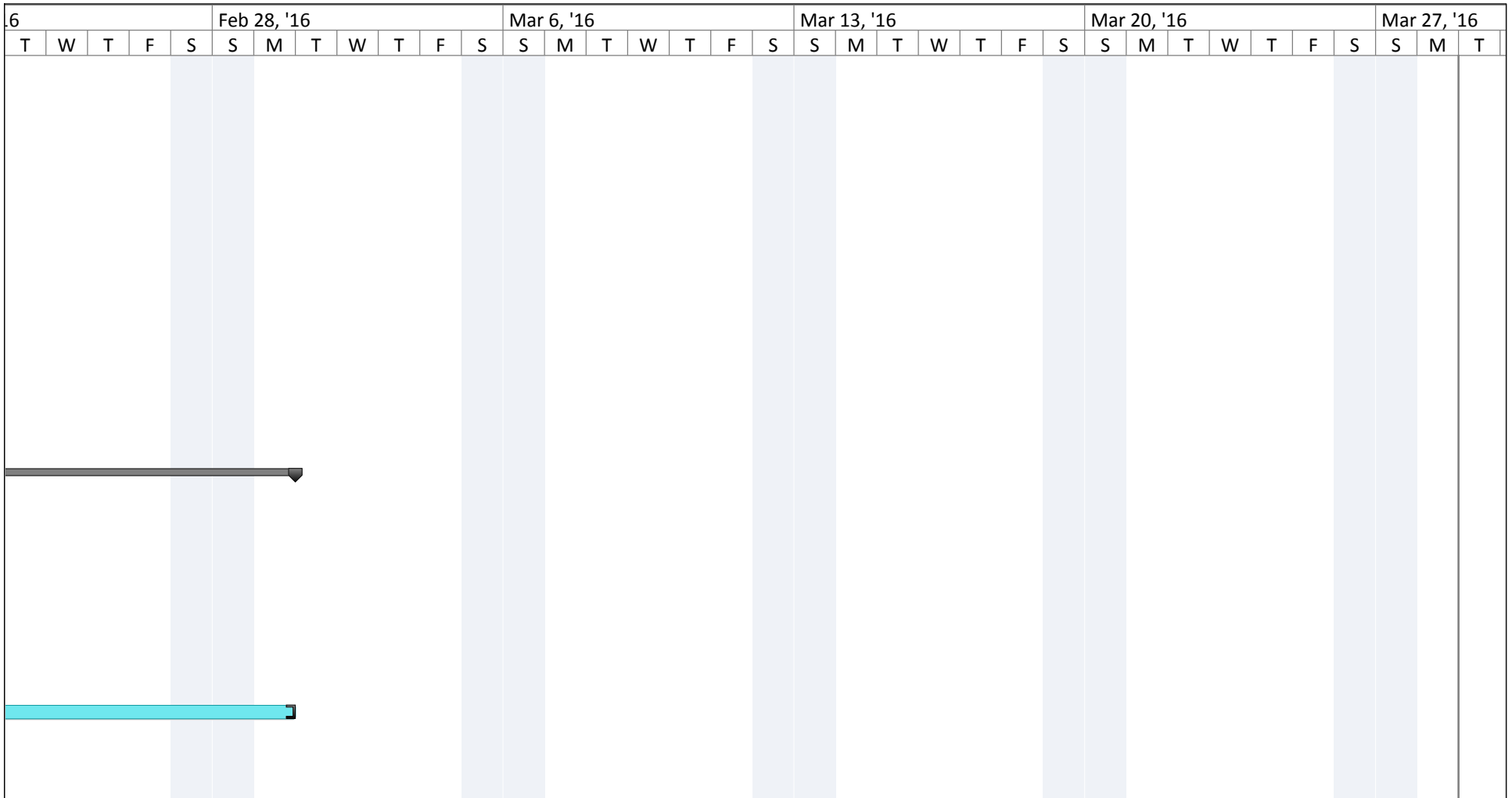


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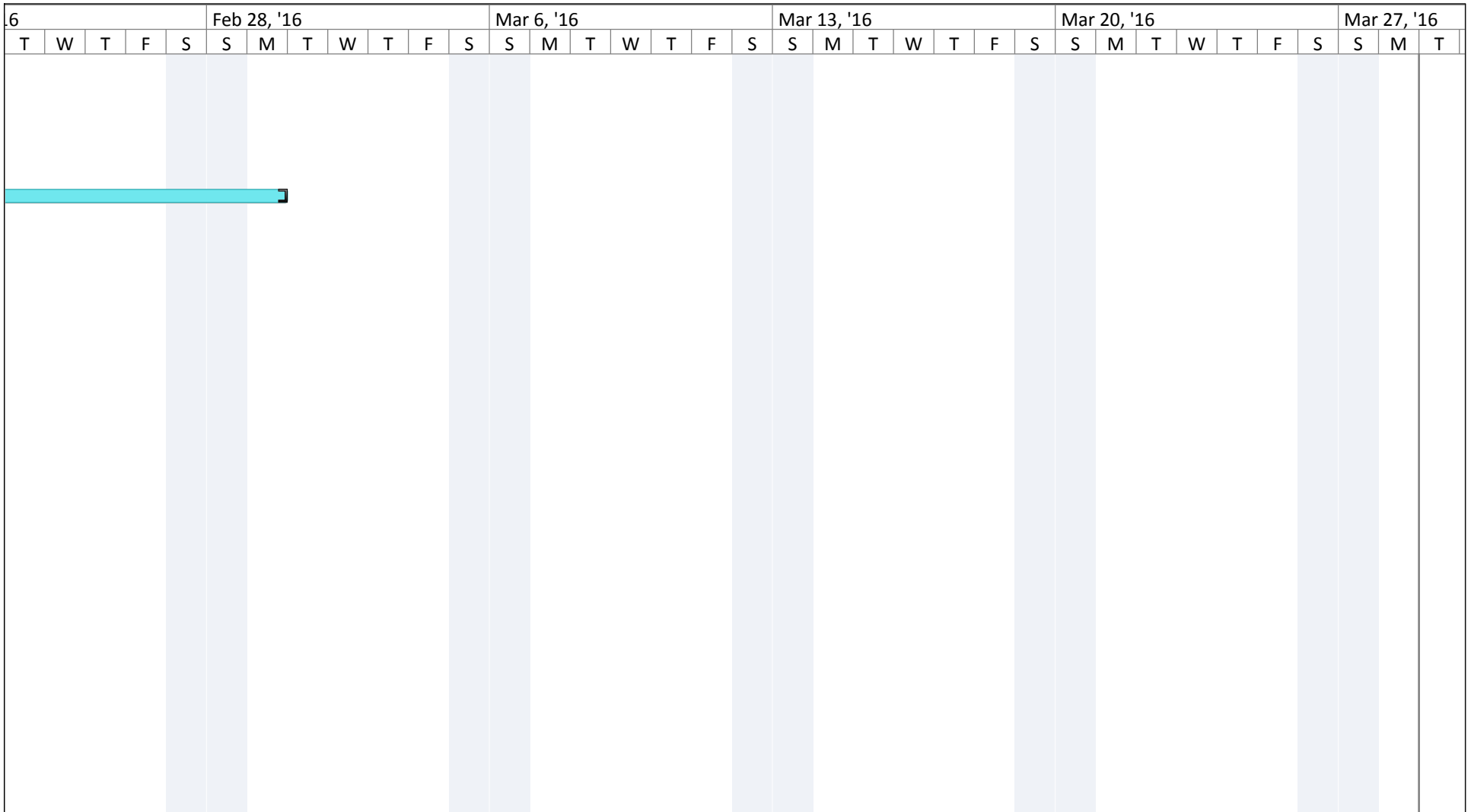


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| Project: BH Clinic Project Plan Date: Mon 12/21/15 | Task | | External Milestone | | Manual Summary Rollup | |
| | Split | | Inactive Task | | Manual Summary | |
| | Milestone | | Inactive Milestone | | Start-only | |
| | Summary | | Inactive Summary | | Finish-only | |
| | Project Summary | | Manual Task | | Deadline | |
| | External Tasks | | Duration-only | | Progress | |



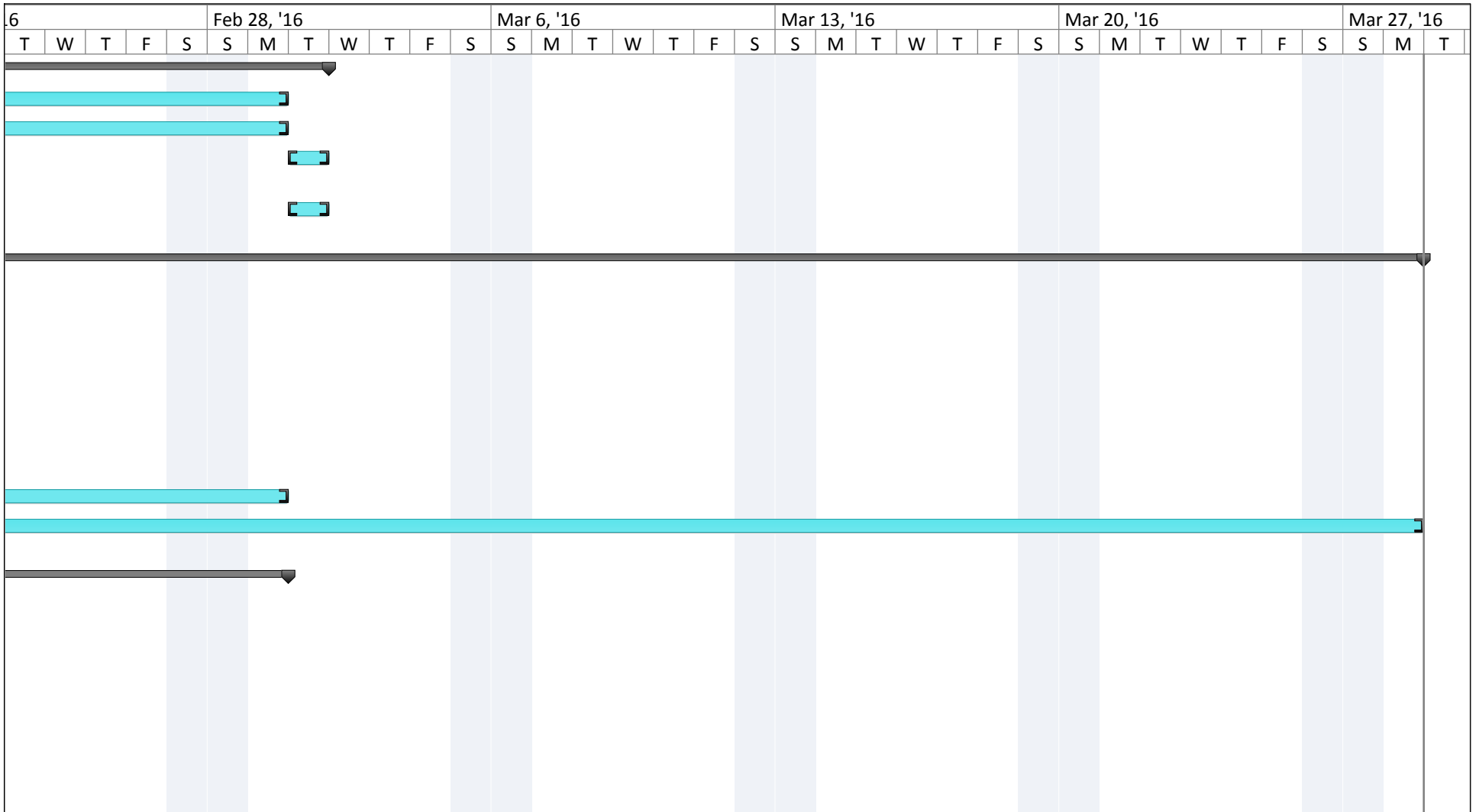
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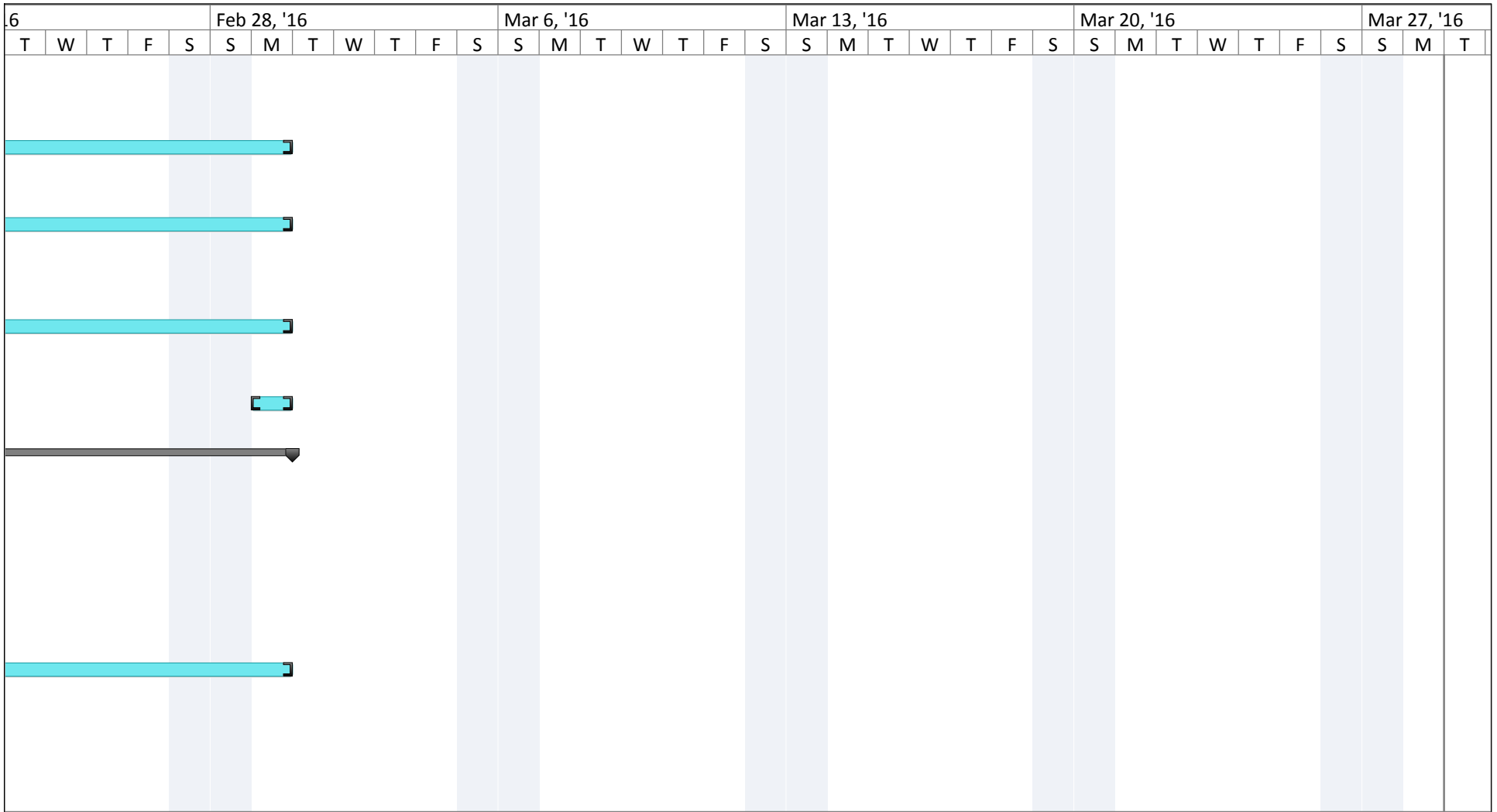
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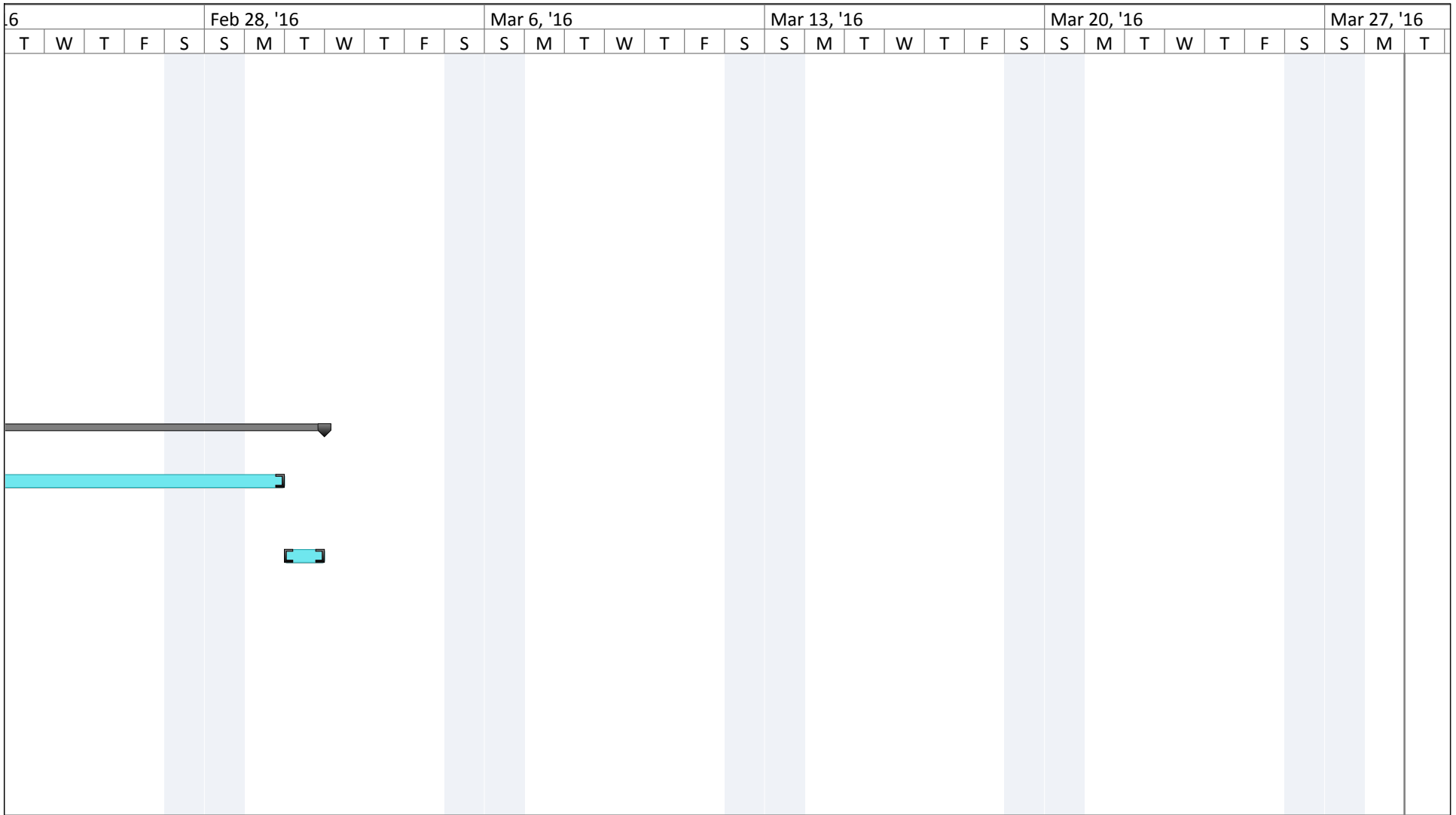
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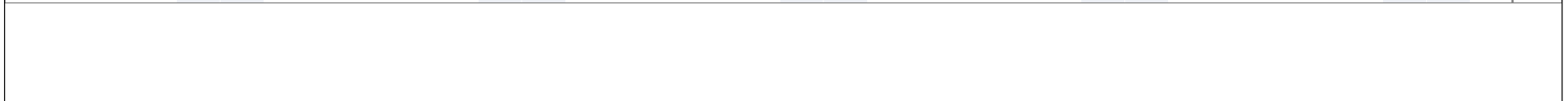
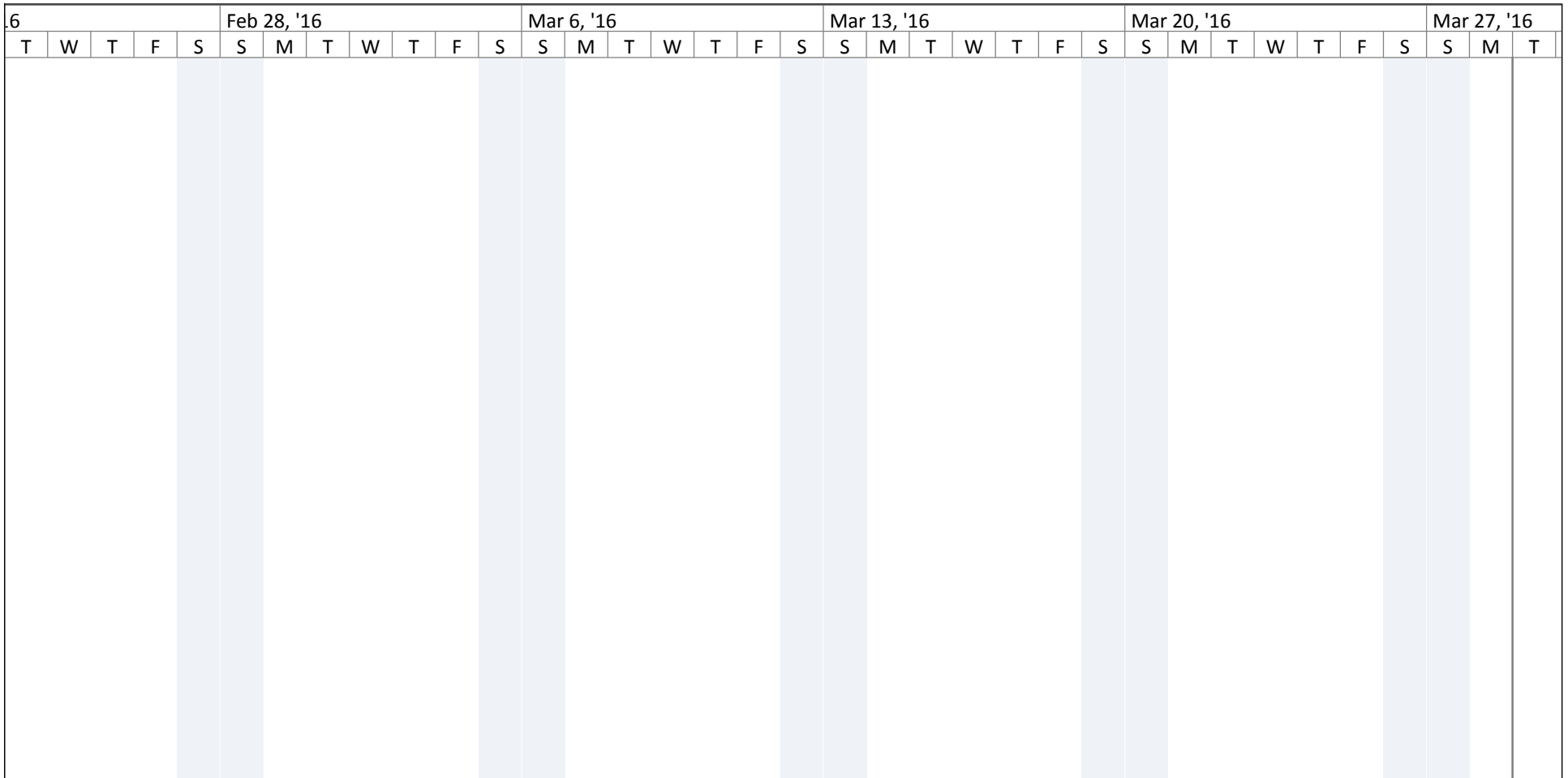
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