










CPOE Project Go LIVE Checklist

ID	Health System Go LIVE Checklist	Duration	Start	Finish	Predecessors	% Complete	Resource Names	T	W
1	Two Weeks Prior to LIVE	10.5 days	Wed 11/8/06	Wed 11/22/06		0%			
2	Develop/finalize Go LIVE resource plan	1.5 wks	Wed 11/8/06	Fri 11/17/06		0%			
3	Review/modify downtime procedures for LIVE	1.5 wks	Mon 11/13/06	Wed 11/22/06		0%			
4	Develop/document Transfer Process POM to Non POM floor	1.5 wks	Mon 11/13/06	Wed 11/22/06		0%			
5	Plan/book command center locations for pilot unit LIVE	1.5 wks	Mon 11/13/06	Wed 11/22/06		0%			
6	Confirm pharmacy build complete	0 days	Mon 11/13/06	Mon 11/13/06		0%			
7	Confirm all OE modifications are complete	0 days	Mon 11/13/06	Mon 11/13/06		0%			
8	Plan/confirm POM dictionaries moved to LIVE	0 days	Tue 11/14/06	Tue 11/14/06		0%			
9	Print a master copy of OE test for LIVE review	30 mins	Mon 11/13/06	Mon 11/13/06		0%			
10	Print a master copy of parameters for review/validation	30 mins	Mon 11/13/06	Mon 11/13/06		0%			
11	Develop plan for tracking all Go LIVE issues	1 wk	Mon 11/13/06	Fri 11/17/06		0%			
12	Finalize/document users to be POM enabled for LIVE	1 wk	Mon 11/13/06	Fri 11/17/06		0%			
13	Plan/arrange Food for pilot unit/command center	3 hrs	Mon 11/13/06	Mon 11/13/06		0%			
14	Plan/purchase Go LIVE buttons/marketing materials	1 wk	Mon 11/13/06	Fri 11/17/06		0%			
15	Order spectralink phones for Go LIVE Coverage	1 wk	Mon 11/13/06	Fri 11/17/06		0%			
16	Plan/complete training of Ancillary staff on CPOE	1 wk	Mon 11/13/06	Fri 11/17/06		0%			
17	Verify all pilot physicians are enabled for eSignature	1 hr	Tue 11/14/06	Tue 11/14/06		0%			
18	Ensure all printers are deployed for LIVE	1 hr	Tue 11/14/06	Tue 11/14/06		0%			
19	Ensure all PCs are deployed for LIVE	1 hr	Tue 11/14/06	Tue 11/14/06		0%			
20	Order/confirm availability of paper stock for POM printer	1 hr	Wed 11/15/06	Wed 11/15/06		0%			
21	Create/validate Conversion Day sheet is in the medical record	2 hrs	Wed 11/15/06	Wed 11/15/06		0%			
22	Review findings of Integrated Testing @ Core Team	30 mins	Wed 11/15/06	Wed 11/15/06		0%			
23	Finalize Cutover Strategy for PILOT units @ Core Team	30 mins	Wed 11/15/06	Wed 11/15/06		0%			
24	Arrange a 'hunt' group for phones in command center	0 days	Fri 11/17/06	Fri 11/17/06	15	0%			
25	Verify dictionaries have moved from TEST to LIVE	1 hr	Fri 11/17/06	Fri 11/17/06		0%			
26	Verify user access to POM/OM in Access dictionary	0 days	Fri 11/17/06	Fri 11/17/06		0%			
27	Verify physician favorites are in LIVE	0 days	Fri 11/17/06	Fri 11/17/06		0%			
28	Complete Parameter Form & send to MEDITECH	30 mins	Fri 11/17/06	Fri 11/17/06		0%			
29	Go/No Go Decision at Steering Committee	1 hr	Fri 11/17/06	Fri 11/17/06		0%			
30	One Week Prior to LIVE	5 days	Mon 11/20/06	Fri 11/24/06		0%			
31	Finalize/publish Go LIVE resource schedule/command center	0 days	Mon 11/20/06	Mon 11/20/06		0%			
32	Confirm OE orders are set up in VALCO to archive	0 days	Mon 11/20/06	Mon 11/20/06		0%			
33	Plan/Write Communication re the CPOE Go LIVE at LMH	2 hrs	Mon 11/20/06	Mon 11/20/06		0%			
34	Develop/review plan/options for managing change post LIVE	1 wk	Mon 11/20/06	Fri 11/24/06		0%			
35	Plan/confirm all Go LIVE resources have MEDITECH LIVE access	3 days	Mon 11/20/06	Wed 11/22/06		0%			
36	Execute Parallel Run	1 day	Mon 11/20/06	Mon 11/20/06		0%			
37	Develop/publish FAQ list for distribution to Pilot Units	1 wk	Mon 11/20/06	Fri 11/24/06		0%			

Project: Binder 05 - Sample CPOE Go Date: Mon 4/7/08	Task		Milestone		External Tasks	
	Split		Summary		External MileTask	
	Progress		Project Summary		Split	

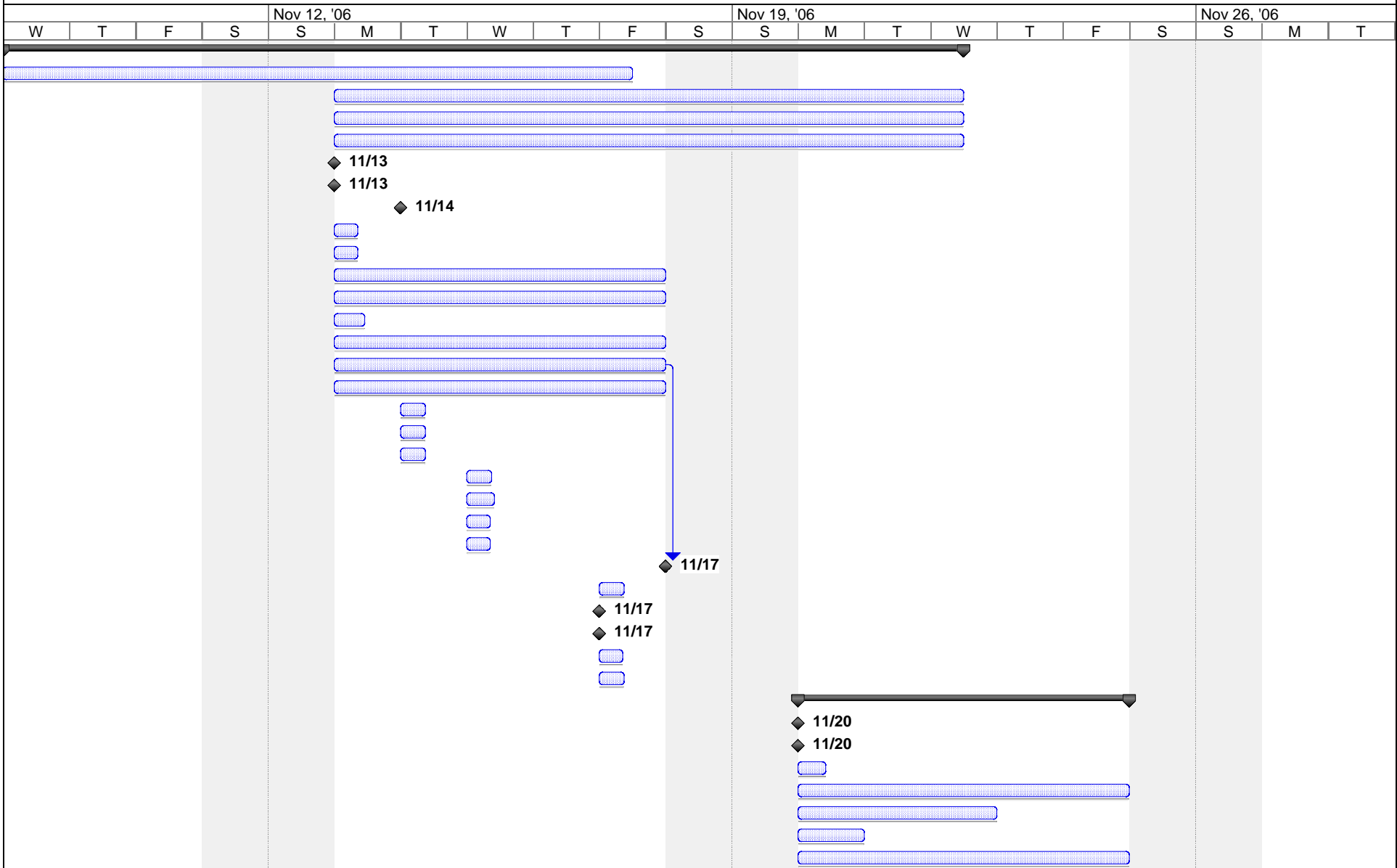
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								T	W
38	Evaluate/review results of Parallel run	30 mins	Wed 11/22/06	Wed 11/22/06		0%			
39	Review with Medical Records plan for POM	1 hr	Wed 11/22/06	Wed 11/22/06		0%			
40	Add orders report to MR menu per Sean Hand's specifications	30 mins	Wed 11/22/06	Wed 11/22/06		0%			
41	Finalize plan for post LIVE communication/team meetings	3 days	Wed 11/22/06	Fri 11/24/06		0%			
42	T-1: Day before LIVE	0.13 days	Mon 11/27/06	Mon 11/27/06		0%			
43	Deliver system documentation to the Pilot unit @ LMH	0 days	Mon 11/27/06	Mon 11/27/06		0%			
44	Assign POM printers to printer location	30 mins	Mon 11/27/06	Mon 11/27/06		0%			
45	Have communication sheets/book on Pilot Unit	15 mins	Mon 11/27/06	Mon 11/27/06		0%			
46	MEDITECH on site for Pre LIVE visit	0 days	Mon 11/27/06	Mon 11/27/06		0%			
47	Review/confirm OE set up and parameters for LIVE	1 hr	Mon 11/27/06	Mon 11/27/06		0%			
48	Tour PILOT unit and test Hardware	1 hr	Mon 11/27/06	Mon 11/27/06		0%			
49	LIVE Day	0.13 days	Mon 11/13/06	Mon 11/13/06		0%			
50	Ensure all ACK queues on PILOT unit are cleared for POM	1 hr	Mon 11/13/06	Mon 11/13/06		0%			
51	Insert conversion notice in the MR of PILOT patients	30 mins	Mon 11/13/06	Mon 11/13/06		0%			
52	Hold status meeting at change of shift	30 mins	Mon 11/13/06	Mon 11/13/06		0%			

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Date: Mon 4/7/08

Task		Milestone		External Tasks	
Split		Summary		External MileTask	
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CPOE Project Go LIVE Checklist



Project: Binder 05 - Sample CPOE Go
Date: Mon 4/7/08

Task		Milestone		External Tasks	
Split		Summary		External MileTask	
Progress		Project Summary		Split	

