

MSQ37.1 - Project Schedule/Project Work Plan (Sample)

Optum Rx has created a preliminary Project Work Plan that includes key tasks, milestones, and deliverables from the contract to successfully implement project activities, materials, and other products, services, and reports. The Project Work Plan will identify milestones and deliverables to enable searchability and highlight their significance. Optum Rx prioritizes tasks to protect the critical path and reduce schedule risk. A preliminary (sample) Project Work Plan has been created and provided below. At the contract award, Optum Rx will finalize all required information that drives the appropriate milestones. The Project Manager confirms that all project deliverables, milestone dates, and key dates are contingent upon the State's approval.

MSQ37.2 WBS tasks and Project Outputs (Sample)

Optum Rx uses Microsoft Project to create the WBS. The WBS provides the sequencing and breakdown of tasks, activities, deliverables, and milestones throughout the entire duration of the project. It is flexible and can be expanded or contracted as needed to view the project at varying levels of detail. The WBS hierarchy is finalized when the project baseline is set, typically no later than the conclusion of the project planning phase. Given the expectation that generally task durations should not exceed 10-business days, we closely monitor progress to ensure it aligns with the State WBS best practices.

The Project Plan and WBS are periodically revised and updated throughout the duration of the project to capture activities completed, percent complete, changes in resource assignments, and other information. This provides data that project managers can use to monitor the performance of the project, particularly regarding cost, schedule, and scope. Information is critical in identifying real or potential risks and determining appropriate mitigation strategies.

The WBS is a component of the overall Project Plan (stored as a separate document) and available in its entirety on the project portal. The WBS provides the following content, at a minimum:

- Detailed list of tasks, activities, milestone, and deliverables
- Critical path
- WBS in the form of a task sheet and schedule
- Milestones (those tasks that have a duration of zero)
- Personnel resources
- Other resource requirements, when appropriate (such as equipment or facilities)
- Task dependencies
- Dependency data
- Resource matrix by subtask
- Detailed timeline



















