

MSQ48.1 – Cutover/Transition Plan

Optum Rx will participate in an Operation Readiness Review (ORR) prior to solution implementation. Before the final transition can take place, the following tasks are completed by our project management team and approved by the State:

- Execution of the data conversion and migration activities described within the Data Conversion Plan
- Execution of the activities described within the Testing, Validation, and Operational Readiness Plan including contingency plans for mitigation of risks, managed according to the Risk Management Plan
- Demonstration of the Disaster Recovery process and procedures prior to implementation
- Demonstration of the system operation at the performance levels specified by the State
- Demonstration that all the system access and security measures of the System Security Plan are in effect at the point of system implementation
- Execution of the Project Communication Plan
- Execution of the Implementation Plan
- Review and approval by the State at designated checkpoints during the implementation process

Implementation uses a waterfall approach for end -to-end services. The IT development work is agile. Each customer implementation is customized to the customer's needs using the project plan based on lines of business, the number of benefits, the number of formularies, and IT needs. We have business requirements documents that are used to leverage the technology to help support the customized implementation.

Optum Rx will submit the ORR plan and ORR checklists to the State for review and approval per your-approved schedule and update them on the agreed upon frequency. The ORR Checklist outlines the steps that will need to be completed before the system is operational. It aids us throughout implementation activities and is completed during the period just prior to go-live, as well as during the cutover period, during which the new systems are brought online. The Checklist is a living document that is updated as tasks are completed which allows project stakeholders to view the progress of implementation activities. We will also provide verbal updates to the State regarding the completion of the tasks during weekly project status meetings.