

PROJECT CLOSEOUT REPORT

Submitted to Large Project Oversight on February 12, 2019

GENERAL INFORMATION

Program/Project Name: Medical Marijuana System

Agency Name: Department of Health

Project Sponsor: Renae Sisk

Project Manager: Kris Vollmer

PROJECT BASELINES

Original And Final	Project Start Date	Baseline Execution Start Date	Baseline End Date	Baseline Budget	Actual Finish Date	Schedule Variance	Actual Cost	Cost Variance
Original Baseline	08/17/2017	07/25/2018	12/12/2018	\$231,050	11/26/2018	0%	\$213,463	7.4% under
Final Baseline		07/25/2018	12/12/2018	\$231,050	11/26/2018	0%	\$213,463	7.4% under

Notes:

MAJOR SCOPE CHANGES

There were no major scope changes associated with this project. Change request 1 was approved by the sponsor and BioTrack representative; this CR had no cost and no impact to the schedule.

PROJECT OBJECTIVES

Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome
1.1 Develop a new statewide medical marijuana program from the ground up	1.1.1 At project completion, has the program been established? (Yes or No)	Met	Program has been successfully established.
	1.1.2 At project completion, does the program comply with law and rules? (Yes or No)	Met	Programs complies with all appropriate state laws and rules.
1.2 Track all aspects of the production, sales, testing, distribution, transportation, and disposal of marijuana, usable marijuana, and medical marijuana waste in the state	1.2.1 At project completion, does the solution track all aspects of inventory as identified in the business need? (Yes or No)	Met	MMS tracks all aspects of production, sales, testing, distribution, transportation, and disposal of marijuana, usable marijuana, and medical marijuana waste with ND.

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1.3 Register card holders, as well as register compassion centers.	1.3.1 At project completion, does the solution allow for registration of all cardholder types? (Yes or No)	Met	MMS is able to register all cardholder types.
	1.3.2 At project completion does the solution allow for registration of all compassion centers? (Yes or No)	Met	MMS is able to register all compassion centers.

POST-IMPLEMENTATION REPORT

Post-Implementation Reports are performed after a project is completed. A “PIR” is a process that utilizes surveys and meetings to determine what happened in the project and identifies actions for improvement going forward. Typical PIR findings include, “What did we do well?” “What did we learn?” “What should we do differently next time?” Notable findings are presented in this closeout report.

Lesson learned, success story, ideas for future projects, etc.
That UAT for the Traceability System needed to be adjusted to provide adequate time based on resource allocation.
I learned to allow plenty of time for testing and to coordinate with BioTrack when doing real-time projects, such as printing registry ID cards for the first time. By coordinating times with BioTrack, we were able to have them ready to help should anything go wrong.
I also learned that communication and having a good working relationship is essential in the success of a project. I work more specifically with the registration system, and BioTrack has been excellent in this aspect. They are fast and efficient when any questions arise. Mutual respect and understanding have been a key ingredient to the registration system functioning how it should.
We have many success stories. A major success was being able to implement a strictly online application system, including the health care provider submitting the written certification online. By having an online system, it has increased efficiencies within the program and ultimately met the needs of qualifying patients.
Another major success was implementing the electronic patient Identification Card. This is brand new to the patient registry system and will be more efficient in delivering ID cards to patients. These mobile ID Cards will also reduce cost related to purchasing blank cards and printing expenses for the department. The state of Delaware has been reviewing our mobile ID cards and is considering implementing the functionality as well.