

FELRA & UFCW											
ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	W T F S				S
1	Dependent Eligibility Verification Project	102 days	Fri 8/1/14	Mon 12/22/14							
2	Plan Project	34 days	Fri 8/1/14	Wed 9/17/14							
3	Conduct Implementation Meeting	1 day	Fri 8/1/14	Fri 8/1/14		Secova,FELRA-UFCW					
4	Establish Schedule & Processes	3 days	Fri 8/1/14	Tue 8/5/14	3SS	Secova PM,FELRA-UFCW					
5	Eligibility Requirements Confirmed	3 days	Fri 8/1/14	Tue 8/5/14	4SS	FELRA-UFCW					
6	Provide Sample Announcement / Verification Communications	1 day	Fri 8/15/14	Fri 8/15/14	4SS+10 days	Secova Fulfillment Manager					
7	Review, Approve Announcement Communications	5 days	Mon 8/18/14	Fri 8/22/14	6 PM,FM,FELRA-UFCW						
8	Receive Test Data File from FELRA-UFCW	1 day	Mon 8/18/14	Mon 8/18/14	4SF+12 days	FELRA-UFCW					
9	Provide Test File Analysis to FELRA-UFCW	2 days	Tue 8/19/14	Wed 8/20/14	8	Secova Data Analyst					
10	Review/Approve Verification Communications	7 days	Mon 8/25/14	Tue 9/2/14	7 PM,FM,FELRA-UFCW						
11	Receive Member / Dependent Production File from FELRA-UFCW	1 day	Thu 8/28/14	Thu 8/28/14	9FS+5 days	FELRA-UFCW					
12	Secova Loads Production File	1 day	Fri 8/29/14	Fri 8/29/14	11	Secova Data Analyst					
13	Print Production Announcement Letter	2 days	Mon 9/1/14	Tue 9/2/14	12	Secova Fulfillment Manager					
14	Secova Mails Announcement Letter to Participants / FELRA-UFCW Releases Announcement Internally	2 days	Wed 9/3/14	Thu 9/4/14	13	Secova Fulfillment Manager					
15	Provide Eligibilty Rules to DEM Team	1 day	Wed 9/3/14	Wed 9/3/14	10	Secova Fulfillment Manager					
16	Provide Approved Cover Sheet / Determination Letters to Reports Team	1 day	Wed 9/3/14	Wed 9/3/14	10	Secova Fulfillment Manager					
17	Provide DEM Content to DEM Team	1 day	Wed 9/3/14	Wed 9/3/14	10	Secova Project Manager					
18	Reports Team Configures Cover Sheet / Determination Letters / Tests	4 days	Thu 9/4/14	Tue 9/9/14	16	Secova Reports Team					
19	DEM Team Configures Eligibility Rules / Processing Team Performs QA / Load File	4 days	Thu 9/4/14	Tue 9/9/14	15	Secova DEM Team					
20	Reports Team Generates Bulk File for Cover Sheet	2 days	Wed 9/10/14	Thu 9/11/14	18	Secova Reports Team					
21	Print Production Verification Packet	4 days	Fri 9/12/14	Wed 9/17/14	20	Secova Fulfillment Manager					
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Project:
Date:

Task

Inactive Milestone

Finish-only

Split

Inactive Summary

External Tasks

Milestone

Manual Task

External Milestone

Summary

Duration-only

Progress

Project Summary

Manual Summary Rollup

Deadline

External Tasks

Manual Summary

External Milestone

Start-only

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ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	W T F S S				
23	Conduct Verification Phase	30 days	Thu 9/18/14	Wed 10/29/14							
24	Mail Verification Packet -- Secova Call Center Opens	2 days	Thu 9/18/14	Fri 9/19/14	21	Secova Fulfillment Manager					
25	Initiate Daily Incomplete and Confirmation Letters	1 day	Mon 9/22/14	Mon 9/22/14	24	FM, Reports Team					
26	Initiate Weekly Dependent Drop File Posting	1 day	Wed 9/24/14	Wed 9/24/14	24FS+2 days	Secova Data Analyst					
27	Reports Team Generates Bulk File and Runs QA	2 days	Mon 10/6/14	Tue 10/7/14	24FS+10 days	Secova Reports Team					
28	Print Production Reminder Postcard	2 days	Wed 10/8/14	Thu 10/9/14	27	Secova Fulfillment Manager					
29	Mail Reminder Postcard	2 days	Mon 10/13/14	Tue 10/14/14	28FS+1 day	Secova Fulfillment Manager					
30	Secova Conducts Outbound Communications to Non Responders / Incompletes	7 days	Tue 10/21/14	Wed 10/29/14	29FS+4 days	PM, Call Center Mgr					
31	Provide Reports Team with Cancellation of Coverage / Final Determination Letter	1 day	Tue 10/21/14	Tue 10/21/14	29FS+4 days	Secova Fulfillment Manager					
32	Document Submission Deadline	0 days	Fri 10/24/14	Fri 10/24/14	29SF+10 days						
33											
34	Conduct Grace Period	35 days	Mon 10/27/14	Fri 12/12/14							
35	Process late Document Submissions	2 days	Mon 10/27/14	Tue 10/28/14	32	Secova Project Manager					
36	Reports Team Generates Bulk File Cancellation of Coverage Letters	2 days	Wed 10/29/14	Thu 10/30/14	35	Secova Reports Team					
37	Provide FELRA-UFCW Cancellation of Coverage List (unverified dependents)	1 day	Wed 10/29/14	Wed 10/29/14	35	Secova Data Analyst					
38	Print Production Cancellation of Coverage Letter	1 day	Fri 10/31/14	Fri 10/31/14	36	Secova Fulfillment Manager					
39	Mail Cancellation of Coverage Letter	1 day	Mon 11/3/14	Mon 11/3/14	38	Secova Fulfillment Manager					
40	Review Document Submissions	14 days	Tue 11/4/14	Fri 11/21/14	39	PM,FELRA-UFCW					
41	Reports Team Generates Bulk File Final Determination Letters	2 days	Mon 11/24/14	Tue 11/25/14	40	Secova Reports Team					
42	Print Production Final Determination Letters	2 days	Wed 11/26/14	Thu 11/27/14	41	Secova Fulfillment Manager					
43	Mail Final Determination Letters	1 day	Fri 11/28/14	Fri 11/28/14	42	Secova Fulfillment Manager					
44	Call Center Closes for Participant Inquiries	0 days	Fri 12/12/14	Fri 12/12/14	43FS+10 days						

Project: Date:	Task		Inactive Milestone		Finish-only	
	Split		Inactive Summary		External Tasks	
	Milestone		Manual Task		External Milestone	
	Summary		Duration-only		Progress	
	Project Summary		Manual Summary Rollup		Deadline	
	External Tasks		Manual Summary			
	External Milestone		Start-only			

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45											
46	Document Logistics/Project Wrap-Up	6 days	Fri 12/12/14	Mon 12/22/14							
47	Secova Sends Final Data File to FELRA-UFCW	0 days	Fri 12/12/14	Fri 12/12/14	43FS+10 days	Secova Reports Team					
48	Secova delivers document disks to FELRA-UFCW	1 day	Mon 12/22/14	Mon 12/22/14	43FS+15 days	Secova Project Manager					
49	Secova Delivers Project Analysis to FELRA-UFCW	1 day	Mon 12/22/14	Mon 12/22/14	43FS+15 days	Secova Project Manager					
50	End of Project	0 days	Mon 12/22/14	Mon 12/22/14	49SS						

Project:
Date:

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

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Progress

Deadline

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