

	PEBA	Client Services Vendor	Implementation Vendor	Data Vendor	Software Contracts Legal Vendor
System Implementation Procurement					
Functional Business Requirements Development	S	P			
Technical Requirements Development	S	P			
Create Implementation RFP	S	P			
Distribute Implementation RFP	P				
PEBA Procurements (Demos, Bidder Conferences)	P	S			
Vendor Evaluations	P	S			
Vendor Negotiations (warranty, etc.)	P	S			S
Vendor Selection	P				
Contract Administration (Management and Compliance)	P	S			
Contract Change Orders	P	S			
System Implementation					
Requirements Validation (Validate What)	S	S	P		
Detailed System Design (Define How)	S	S	P		
Business Process Design (non-Big Idea, Incremental Improvements)	S	P			
Software System Development – Configure and Extend	S		P		
Requirements Traceability			P		
Testing					
System Testing	S		P		
Validation and Acceptance Test Planning	S	P	S		
Validation Testing	P	S	S		
Acceptance Testing	P	S			
Deliverable Acceptance	P	S			
Requirements Fulfillment (Traceability)	S	P			
Deployment	S		P		
Post Implementation Stabilization	S	S	P		
Change Management					
Change Inventory and Organization	S	S	P		

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Stakeholder Assessment	S	P	S		
Change Management Strategy	P	S	S		
Communications Planning (All Stakeholders)	P	S	S		
Communications Delivery (All Stakeholders)	P		S		
Employer Outreach and Education	P		S		
Staff Development and On-the-Job Training – Business Analysts	S	S	P		
Staff Development and On-the-Job Training – IT Staff	S		P	S	
System Training Material Development					
Employers	S	S	P		
Staff	S	S	P		
Members	S	S	P		
System Training Material Delivery					
Employers	P	S	S		
Staff	P		S		
Members	P		S		
Data Work					
Market Research	S	P			
Data Vendor Requirements	S	P			
Create Data Vendor RFP	S	P			
Distribute Data Vendor RFP	P				
Data Vendor Procurement	P	S			
Data Vendor Evaluation	P	S			
Data Vendor Negotiations (warranty, etc.)	P	S			S
Data Vendor Selection	P				
Contract Administration (Management and Compliance)	P	S			
Requirements Fulfillment	S	P			
Contract Change Orders	P	S			
Data Audit	S	S		P	

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Data Fix and Reconciliation	S	S		P	
Data Mapping	P			S	
Data Bridging	P		S	S	
Data Conversion	P			S	
Data Balancing and Verification	P	S		S	
Data Refresh	P			S	
Data Interface Implementation					
Data Sharing Interfaces (TPAs, DHIC, Medicare, etc.)	P	S	S		
Employer Integration Transactional Interface	P	S	S		
SCEIS Transaction Interface	P	S	S		
Employer Contribution Interfaces/Certification	P	S	S		
Project Management					
Program Management	P	S			
Oversight Project Management	S	P			
Contract Compliance and Management	P	S			
System Delivery Processes					
Development Process and Standards	S	S	P		
Technical Deliverable Development and Process	S	S	P		
Code Analysis and Verification	S	S	P		
Configuration Management procedures	S	S	P		
Quality Assurance for Test Plans and Procedures	S	P			
Infrastructure (Hardware and Software) Configuration Validation	S	S	P		
Defect Management and Remediation	S	S	P		
Disaster Recovery Plan	S	S	P		
Business Continuity Plan	P	S			

* P=Primary Responsibility, S=Significant Participant