

# Florida Department of Health

## Prescription Drug Monitoring Program (PDMP) PM Support

### Enterprise 24x7 Inc. Project Summary

#### Overview

Florida passed the legislation required to establish a Prescription Drug Monitoring Program. Enterprise 24x7, Inc was hired to provide the project management to the Florida Department of Health for the following critical initial efforts required to meet the state deadlines:

- Secure the federal grants required to fund the initiation and enhancement of the initial program
- Draft the Request for Proposal (RFP) to initiate the competitive bidding process needed to select the best vendor for the effort
- Provide Project Management of the vendor efforts and
- Coordinate the state efforts needed to move the program to successful completion.

PDMPs are used in many states to aid physicians in identifying potential prescription drug abuse as well as provide the information needed to state officials for potential abuse in the prescribing of pain medications.

The grants were secured, and the RFP released.

#### E24X7INC Services

The E24X7INC **Project Manager (PM)** was responsible for overall coordination, status reporting and stability of project-oriented work efforts. The PM established and implemented project management processes and methodologies used by the agency's IT community to ensure the project was delivered on time, within budget, adhered to high quality standards and met customer expectations. The PM was responsible for drafting and managing the project plan and team work assignments, directed and monitored work efforts on a weekly basis, identified resource needs, performed quality review; and escalated functional, quality, timeline issues appropriately to the client project owner. The PM was also responsible for tracking key project milestones and adjusting project plans and/or resources to meet the objectives of the project within the project schedule. The PM met regularly with senior management of the business community to identify and prioritize opportunities for utilizing IT to achieve the goals of the enterprise.

Specific assignments for this project included the following:

- Report to the DOH Contract Manager assigned to the project
- Coordinate with to the DOH Contract Manager to assist with documenting project requirements and working through conceptual phases or early stages of project
- Help develop a communications plan that will coordinate interaction with the customers, users and stakeholders and to keep all parties focused on the goals
- Monitor and routinely report to the DOH Contract Manager the status of the project including spending
- Follow a standard set of practices that ensure the integrity and quality of project artifacts

#### Technologies Leveraged

- MS Office Suite
- MS Project