

HHIE Strategic and Operational Planning Process										
As of: March 8, 2009										
		2009						2010		
Actions	Weeks	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
STRATEGIC PLAN										
Hire Key Personnel	1-2				15-27					
Identify and contract HIE Expert	1-2				15-27					
Begin development of state-wide contact list	1-2				15-27					
Conduct initial stakeholder information meeting	3-5				29	17				
Conduct HIE experts on Neighbor Island	3-5				29	17				
Conduct initial planning sessions with Board & Domains	3-5				29	17				
Begin HIE webinar sessions	3-5				29	17				
Initiate work teams for operational plan and environ scan	3-5				29	17				
Public meetings on Neighbor Islands for stakeholders	6-8					18	22			
Obtain draft input from domain meetings & include in plan	6-8					18	22			
Draft One to Board for initial feedback	9-10						10-22			
Feedback on Draft One	9-10						10-22			
Complete Domains sections on Draft One	9-10						10-22			
Compile feedback and submit Draft Two	11-12						24	5		
Board approves Plan and submits to State	13							7-12		
Receive State input	14-15							14-26		
Revise Plan with state input and submit to Board for approval	16-17							28	10	
Finalize and submit plan to ONC	18								12-17	
OPERATIONAL PLAN										
Identify & hire key management team	1-3				15	3				
Lead planner and ED compile relevant materials from ONC	1-3				15	3				
Track progress of strategic plan and frame mirror elements for emerging strategic objectives	4-8					5	8			
Develop specifics for achieving strategic objectives	4-8					5	8			
Complete all required elements	4-8					5	8			
Submit draft of operational plan to Board for review.	10						17-22			
Integrate feedback to operational plan	11-12						24	15		
Prepare final of operational plan	11-12						24	15		
Submit operational plan to Board to accompany transmission of strategic plan to state.	11-12						24	15		
ENVIRONMENTAL SCAN										
Explore possibilities of outsourcing environmental scan	1-4				15	10				
Compile environmental scan elements from initial grant proposal	1-4				15	10				
Identify all data sources for required scan elements	1-4				15	10				
Contact cooperating stakeholders to obtain data.	1-4				15	10				
Create initial draft of scan	4-9					12	15			
Present to stakeholders via webinars	4-9					12	15			
Obtain and integrate feedback	4-9					12	15			
Obtain all available data	8-11						3-29			
Make plans for obtaining required data not currently available	8-11						3-29			
Draft final version of environmental scan and submit to Board for approval.	8-11						3-29			