AHCA OCM Weekly Status

Agenda

- Weekly Status
  - Program Level
  - Project Level
- Strategy or Plan Updates
  - OCM Strategy
  - Communications
  - Stakeholder Engagement
  - Training
  - Workforce
- Interdependencies and Synergies

Participants

- Program OCM Lead
  - Leads and facilitates weekly status
  - Identifies program level issues, risks and opportunities
  - Rolls up project level information for use at the program level, with senior leadership and the ESC
- Project OCM Lead (required from each project)
  - Vendor or AHCA OCM resource
  - Updates weekly status slide for their individual project
  - Summarizes information from other OCM resources on the project (e.g., Communications Lead, Training Lead, Workforce Transition Lead)
  - Project Level
- Communications Lead (Optional or as needed)
- Training Lead (Optional or as needed)
- Workforce Transition Lead (Optional or as needed)
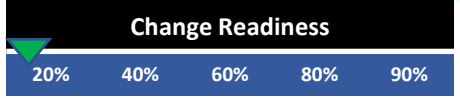- Guest SMEs (as needed)

OCM Weekly Status: [Program/Project Name]	Week-Ending: [mm/dd/yy]	Status	Not Started

Change Readiness

20% 40% 60% 80% 90%

Vision/Target Outcomes: [state program/project vision/target outcomes from a people perspective]

Program / Project OCM	[Name]	Vendor OCM Lead	[Name]	Start Date	[mm/dd/yy]	Launch Date	[mm/dd/yy]

Accomplishments:
[list OCM highlights from the past week]

Next Steps / Decisions:
[list key OCM target activities for the upcoming week]

Lessons Learned:
[list any recent Lessons Learned and resulting pivots]

ID	Status	OCM Activities	Results / Feedback / Comments	Owner	Target Start	Target End	% Complete
1				[name]	mm/dd/yy	mm/dd/yy	
2							
3							
4							
5							

Issue/Risk	Description	Mitigation/Resolution Plan	Impact (H/M/L)	Close Target	Owner	Updates / Notes
	• [State the risk or issue and how it may impact the change process for stakeholders]	• [state tactics to avoid risk or how to handle the issue]		mm/dd/yy	Shanamai Cover	