

ID	Task Name	Duration	Start	Finish	Predecessors	'10					Aug 29, '10				
						T	W	T	F	S	S	M	T	W	T
1	<b>Gather information from client</b>	0 days	Wed 6/1/11	Wed 6/1/11											
2	Client identifies contact/schedule for dictation questions.	0 days	Wed 6/1/11	Wed 6/1/11	1										
3	Client identifies contact/schedule for transcription questions.	0 days	Wed 6/1/11	Wed 6/1/11											
4	Client identifies work types and TAT	0 days	Wed 6/1/11	Wed 6/1/11											
5	Client identifies typical dictation volume	0 days	Wed 6/1/11	Wed 6/1/11											
6	Client provides volume of stats	0 days	Wed 6/1/11	Wed 6/1/11											
7	Client identifies typical dictation profile/schedule	0 days	Wed 6/1/11	Wed 6/1/11											
8	Client provides dictator ID, provider ID and credentials	0 days	Wed 6/1/11	Wed 6/1/11											
9	Client provides referring physician file	0 days	Wed 6/1/11	Wed 6/1/11											
10	Client provides normals	0 days	Wed 6/1/11	Wed 6/1/11											
11	Client provides dictation instructions/sample card	1 day?	Wed 6/1/11	Wed 6/1/11											
12	Client provides samples of worktypes and dictators	0 days	Wed 6/1/11	Wed 6/1/11											
13	Client provides style guide and special dictator requests	0 days	Wed 6/1/11	Wed 6/1/11											
14	Client provides after-hours contact information	1 day?	Wed 6/1/11	Wed 6/1/11											
15															
16	<b>Billing Information</b>	0 days	Wed 6/1/11	Wed 6/1/11											
17	NEMT identifies line definition/rate - verify with contract	0 days	Wed 6/1/11	Wed 6/1/11											
18	NEMT provides IT line rate/line definition	0 days	Wed 6/1/11	Wed 6/1/11											
19	Client provides name and email address of invoice recipient	0 days	Wed 6/1/11	Wed 6/1/11											
20	NEMT provides Billing with invoicing information	0 days	Wed 6/1/11	Wed 6/1/11											
21	NEMT provide Billing with Site Code and Go Live date.	0 days	Wed 6/1/11	Wed 6/1/11											
22															
23	<b>Staffing</b>	0 days	Wed 6/1/11	Wed 6/1/11											
24	NEMT determines how many MTs to hire	0 days	Wed 6/1/11	Wed 6/1/11											
25	NEMT prepares staffing schedule	0 days	Wed 6/1/11	Wed 6/1/11											
26	NEMT places ads for hiring MTs	0 days	Wed 6/1/11	Wed 6/1/11	25										
27	NEMT hires MTs for new account	0 days	Wed 6/1/11	Wed 6/1/11											
28	NEMT makes sure all MTs have paperwork in office	0 days	Wed 6/1/11	Wed 6/1/11	24										
29	NEMT sets new MTs up in ChartNet	0 days	Wed 6/1/11	Wed 6/1/11	28										
30		0 days	Wed 6/1/11	Wed 6/1/11											
31	<b>Training</b>	0 days	Wed 6/1/11	Wed 6/1/11											
32	NEMT sets up Share Point	0 days	Wed 6/1/11	Wed 6/1/11											

Project: Project Template.mpp Date: Thu 7/21/11	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	

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33	NEMT creates account specifics and examples	0 days	Wed 6/1/11	Wed 6/1/11												
34	NEMT trains mentors	0 days	Wed 6/1/11	Wed 6/1/11												
35	NEMT trains new MTs	0 days	Wed 6/1/11	Wed 6/1/11												
36	NEMT trains editors	0 days	Wed 6/1/11	Wed 6/1/11												
37																
38	<b>Technical</b>	0 days	Wed 6/1/11	Wed 6/1/11												
39	NEMT discusses security access for client	0 days	Wed 6/1/11	Wed 6/1/11												
40	Client identifies document return method	0 days	Wed 6/1/11	Wed 6/1/11												
41	Client identifies document distribution criteria	0 days	Wed 6/1/11	Wed 6/1/11												
42	NEMT creates dictation cards	0 days	Wed 6/1/11	Wed 6/1/11												
43	NEMT/Client discuss VPN setup	0 days	Wed 6/1/11	Wed 6/1/11												
44	NEMT/Client set up VPN	0 days	Wed 6/1/11	Wed 6/1/11												
45	Client identifies ADT layout	0 days	Wed 6/1/11	Wed 6/1/11												
46	Client/NEMT set up ADT transfer	0 days	Wed 6/1/11	Wed 6/1/11												
47	Client/NEMT test ADT transfer	0 days	Wed 6/1/11	Wed 6/1/11	46											
48	Client activates ADT transfer	0 days	Wed 6/1/11	Wed 6/1/11												
49	NEMT installs ChartVox	0 days	Wed 6/1/11	Wed 6/1/11												
50	NEMT loads author profiles in ChartVox	1 day?	Wed 6/1/11	Wed 6/1/11	49											
51	NEMT/Client test ChartVox	1 day?	Wed 6/1/11	Wed 6/1/11	48											
52	Client sets up voice export from existing system	1 day?	Wed 6/1/11	Wed 6/1/11												
53	NEMT/Client test dictation system	1 day?	Wed 6/1/11	Wed 6/1/11												
54	NEMT installs handhelds	0 days	Wed 6/1/11	Wed 6/1/11												
55	NEMT builds ChartNet Site/Work Pools on server	0 days	Wed 6/1/11	Wed 6/1/11	54											
56	IT checks with QA Manager for settings for review	1 day?	Wed 6/1/11	Wed 6/1/11												
57	NEMT tests site in ChartNet	0 days	Wed 6/1/11	Wed 6/1/11	44											
58	NEMT generates test reports	0 days	Wed 6/1/11	Wed 6/1/11												
59	Client review/approve test reports	0 days	Wed 6/1/11	Wed 6/1/11	58											
60	NEMT sets up web portal	0 days	Wed 6/1/11	Wed 6/1/11												
61	NEMT installs software on client side as provided	0 days	Wed 6/1/11	Wed 6/1/11												
62	NEMT gives clients typing in ChartNet upgrade schedule.	1 day?	Wed 6/1/11	Wed 6/1/11												
63																
64	<b>Go Live</b>	0 days	Wed 6/1/11	Wed 6/1/11												

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