

SB 6040 Kanban Plan

BE/DBI Meeting Dates	3/20	4/3	4/17	5/1	5/15	5/29	6/19	7/3	7/17	7/31	8/21	9/4	9/18	10/2	10/16	10/30	11/13	11/20	12/4	12/18	1/1	
CPARB Meeting Dates						5/9/2024 - Lekha/Santosh/Irene to report on Project Scope, Stakeholder Engagement Plan, and Project Schedule; Prereads needed by 5/6							9/12	10/12					12/12			
Deliver to CPARB													Draft SB 6040 Report presented by Irene, Santosh, Lekha Preread available by 9/9	Final SB 6040 Report presented by Santosh, Lekha, Irene; Preread available by 10/9								
BE/DBI Meetings Dates	Committee Members	Responsibilities								Optional	Final Plan Vote	Optional		Final Vote								
Task Force Reports at BE/DBI Meetings	BE/DBI				Vote on Stakeholder Engagement Plan, Problem Statement, Project Scope, Schedule, Creating workgroups		Stakeholder Report, Findings and Discoveries reporting on idea generations and drafts; Report draft for discussion and vote			Review Recommendation Reports, Draft Review and Vote			Final workgroup recommendations, Draft Review		Complete Draft Review and Vote					Review Amended Draft and Vote		Review Final Draft and Vote
Scope Definition	Olivia Yang Jackie Bayne Chip Tull Lekha Fernandes Maja Huff Bill Frare Earl Key Keith Michel	Define Scope of 6040 Recommendation and issue Problem Statement	Determine Group Members and meeting cadence		Provide a Problem Statement GROUP DISBANDS - Members join another group																	
Stakeholder Engagement †	Aleanna Kondelis Brenda Nnambi Cathy Robinson Shelly Henderson Rachael Pease Stephanie Caldwell Lekha Fernandes	Define and find additional stakeholders beyond voting members; Facilitate stakeholder surveys, meetings, other engagements	Determine Group Members and meeting cadence.		Determine stakeholders involved and their level of involvement	First questionnaire developed and sent to stakeholders with return and quick analysis done prior to 5/13 for prereads	Report First Report on Stakeholder Engagement Findings	Begin drafting second questionnaire		Review draft questionnaire and cross compare with findings and discover group	Launch second questionnaire with return and quick analysis by 7/15		Report Second Report on Stakeholder Engagement Findings	Members assist with final draft completion								
Schedule Development	Ethan Swenson Earl Key Aleanna Kondelis Santosh Kuruvilla Lekha Fernandes	Mapping out Schedule of Goals	Determine Group Members and meeting cadence		Present Project Schedule and solicit additional meetings in August/September. GROUP DISBANDS - Members join another group																	
Findings and Discovery - New Legislation Recommendations †		Determine how new legislation can solve the prompt payment problem			Assign members and responsibilities and develop calendar and cadence; Ensure group has someone documenting/drafting, time keeping, leading	Analysis of current data and information; Begin idea generation for new legislation. Ideas must be presented prior to 5/13 for prereads	Report on idea generation for voting what moves on for second questionnaire	Cross compare ideas with stakeholder engagement feedback. Create new ideas or fine tune ideas presented. Ideas must be presented for pre-reads by 6/14	Report on Recommendations for second stakeholder questionnaire	Continuation of any incomplete work. Prereads available by 7/15	Be ready to make modifications to recommendations during BEDBI Meeting	Members assist with final draft completion										
Findings and Discovery - Current Best Practices Recommendations †		Determine how to solve the prompt payment issue given current legislation			Assign members and responsibilities and develop calendar and cadence; Ensure group has someone documenting/drafting, time keeping, leading	Compile current practices used for prompt pay and BE/DBI Discussion materials into one format and document. Draft must be presented prior to 5/13 for prereads	Provide draft for discussion and vote on what moves on for second questionnaire	Cross compare draft practices with stakeholder feedback. Ensure barriers are listed. Draft available for pre-reads by 6/14	Report on Recommendations for second stakeholder questionnaire	Continuation of any incomplete work. Prereads available 7/15	Be ready to make modifications to recommendations during BEDBI Meeting	Members assist with final draft completion										
Report Creation †		Create, modify, and prepare for final vote the 6040 report			Assign members and responsibilities and develop calendar and cadence. Ensure group has someone documenting/drafting, time keeping, leading	Begin work on draft <small>(example: https://files.wa.gov/sites/default/files/2022-10/Report-8E28I-2022-06-09.pdf)</small> Begin with summary of project scope, stakeholder engagement plan, and project schedule. Preread draft available by 5/13	Provide draft for discussion and vote	Draft summary of stakeholder engagement and draft beginning of new legislation	Initial Summary Review Draft Revision for vote	Continue drafting progress based upon reports generated; Prereads available by 7/15	Barriers and solutions - Draft Revision	Write Final Report; Preread available by 8/19	Present Complete Draft for BE/DBI vote	Make any modifications necessary for CPARB meeting; Prereads available by 9/9	Present amended draft for vote					Present final draft		

*Pre-Read three days before every meeting - What each workgroup needs the BE/DBI to know prior to the meeting
 **Roll is tracked in workgroups and sent to OMWBE PM at the conclusion of each meeting
 † Owners need to be engaged in this group, BE/DBI members need to be actively involved and crafting solutions