

To: WIC Coordinators
Cc: Maximus (IV&V), WIC Division, MDCH; WIC-SUP Steering Committee;
WIC-SUP Core Teams; DIT-DCH Systems Development Division, MDIT;
Three Sigma Software (DDI); MALPH-MIS, MDCH-OPHP; USDA-MWRO
Subject: **WIC Information System Project - Save the Date for the Local Agency Project Kick-off Meeting**

Dear WIC Coordinator:

Please save Thursday **March 15, 2007** in your calendar to welcome Three Sigma Software, the Design, Development, and Implementation (DDI) vendor and Maximus, the Quality Assurance vendor on-board. The kick off meeting will run for three hours starting at 9:00 AM EST.

As conveyed earlier, the project kick-off meeting will be webcast to every local agency using State infrastructure. At this time, each local agency will be limited to only one license due to the reduced number of available licenses. To ensure participation from most local agency staff, it is advised that the webcast be projected in a room using a laptop/desktop and projector where the local agency staff can participate in the presentation as a team. An Internet connection is needed to view the presentation.

If local agencies need additional licenses, please contact me.

The State will publish the website address and instructions to set up the infrastructure at the local agency premises to view the webcast.

The local agency staff are also welcome to join the State staff in Lansing for the kick-off meeting. Please let me know for address and directions if you intend to participate in the local agency kick-off meeting in Lansing.

Tentative Agenda for the kick-off meeting include:

- Introduction of key members of the project team (including the vendor teams)
- An overview on project timelines and project processes
- Demonstration of the transferred WIC Information System that will be customized for the Michigan WIC program

For information regarding the system upgrade project, please contact me at (517) 335 9530 or daniel@michigan.gov

Sincerely,
Fenris Daniel, Project Manager
WIC Information System Upgrade Project
WIC Division
Michigan Department of Community Health