

ID	Task Name	Predecessors
1	EHNAC Application Plan	
2	Complete EHNAC Application on web site	
3	Complete EHNAC Application Process	
4	Review & sign Application Agreement	
5	Review & sign Sentinel Events Document	
6	Acquire Financial Statements	
7	Email above documents and send the application fee to EHNAC	
8	Receive Candidacy Status and Self-assessment package	
9	Internal Project Mgt./Team	
10	Develop Project Plan	
11	Identify Sr. Management Sponsor	
12	Identify Internal EHNAC Project Team	
13	Identify external resources required	
14	Develop Agenda to Review with Project Team	12
15	Review EHNAC Criteria Sections	8
16	Identify/segment Criteria by Sections/Categories	15
17	Determine Team Members by Criteria Categories	16
18	Assign Team Members to Specific SA Sections	17
19	Identify EHNAC Milestone Dates	15
20	Develop Timeline/Key Milestones Based on EHNAC Due Dates	19
21	Hold Project Kick-off Mtg. with Sr. Mgt. Sponsor	16,20
22	Schedule Weekly Team Status Meeting and Reports	18
23	Assess Internal Resource Impact & Develop Budget	18
24	Report Status Bi-Monthly to Sr. Mgt. and Report Key Issues	
25	Determine Costs	
26	Determine EHNAC category for size for company	2
27	Determine the # of Processing Sites to be reviewed	2
28	Calculate EHNAC Accreditation Costs	26,27
29	Confirm EHNAC Cost with EHNAC Staff via Email	28
30	Determine internal costs	29
31	Report/Track Budget to Actual and Report in Status Report	30
32	Submit SA to EHNAC	
33	Go through the entire checklist in EHNAC's "Read This First" document	
34	Assure All Sections Have Been Edited/Reviewed for Completeness & Consistency	
35	Create Summary Narratives	
36	Assign an Assembly Team for Packaging	
37	Review Sections to Assure that All Links to Documents Referenced Work	
38	Assure TOC Matches to SA Sections	
39	Assign Resource(s) for QA Over Package and Test	
40	Assure That No PHI Is Referenced in Evidence Submitted	
41	Submit complete Self-assessment via EHNAC Application Self-assessment portal	36
42	Self-assessment arrives at EHNAC Office and to Site Reviewer	41
43	Communicate with EHNAC Site Reviewer & Op Director on day file transferred to EHNAC	42
44	Schedule Site Review Date(s) w/Site Reviewer and Internal Team	42
45	Establish Site Review Date	44
46	Prepare for Site Review	
47	Assure that all internal team have date(s) on calendars	
48	Contact site reviewer and confirm date(s), locations, times, etc.	
49	Contact site reviewer to determine if specific equipment or resources will be needed for site visit (ie projector, product demos, etc.)	
50	Document location site(s), times, key contacts and other critical info. for site reviewer	
51	Assure that all sites are neat, clean, policies/procedures are reviewed	
52	Assure that all documentation referenced be available for review onsite (electronic form is OK)	
53	Work with site reviewer to develop agenda	
54	Assure all staff know roles/responsibilities & staff is available to answer questions	

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55	Assure all questions and follow-up items are documented and reviewed	
56	Confirm any follow-up actions items and timelines with site reviewer	
57	Review Results/Recommendations	
58	Receive Site Review report from Site Reviewer	
59	Review follow-up results with project team	
60	Determine any remediation action and timeline	
61	Develop follow-up & plan with site reviewer/ EHNAC operations director	
62	Assure all dates and deliverables are met	
63	Assure QA on all deliverables	
64	Assure Sr. mgt. are kept aware of all issues/status	
65	Determine additional internal cost/budget issues and document as necessary	
66	Receive notification from EHNAC of accreditation award	
67	Note Expiration date and check EHNAC website for Accreditation Status	
68	Prepare for Reaccreditation approximately 10 months prior to Expiration date	
69	Ensure documentation and procedures are continuously kept up to date	
70	Ensure Site Visit Report recommendations have been addressed	
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