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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-176: Project Request Management  As of 01/19/2021 | **Project Manager:** Elizabeth White  **Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 176 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** 12/31/2020 | | | **Project Lifecycle:**  Planning | |
| **Project Description:** Improving our Service Model for requesting project work by distinguishing project work from incidents and service requests and designing a specific project request process to support and track the performance of project activities. | | | | | | | | |
| **Scope:** | **GREEN = No issues** | | **Schedule:** | | **GREEN = No issues** | **Resources:** | | **GREEN = No issues** |

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| --- | --- | --- | --- | --- | --- |
| **Milestones** | **Start Date** | **Schedule End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** |
| Approved Project Charter | 08/26/2020 | 09/30/2020 | 09/02/2020 | 100% | Reference Initiative-162 this project was initiated under ITSM Process Improvement Project. |
| Project Work Plan | 01/05/2021 | N/A |  |  | Continuous updates |
| Execution | 01/08/2021 | 02/01/2021 |  |  | In progress |

| **IT Task #** | **Completed Issues This Reporting Period** | **Planned Activities for Next Reporting Period** | |
| --- | --- | --- | --- |
| IT-3174  IT-2684  IT-2682  IT-3178 | Project Request Process Diagram is out for Review  Project Request Workflow Diagram is out for Review  Completing the Project Request is out for Review  Project Request Template is out for Review | | Obtain approvals for Project Request Process and Workflows Diagrams, Completing the Project Request and the Project Request Template |

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| --- | --- | --- | --- |
| **Key Risks** | **Probability** | **Impact** | **Status** |
| No Risks Identified | High | Low |  |
|  | Realized | Low |  |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| No Key Issues to Report |  |  |  |