|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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-3174IT-2684IT-2682IT-3178 | Project Request Process Diagram is out for ReviewProject Request Workflow Diagram is out for ReviewCompleting the Project Request is out for ReviewProject Request Template is out for Review | Obtain approvals for Project Request Process and Workflows Diagrams, Completing the Project Request and the Project Request Template |

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

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