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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-176: Project Request Management  As of 02/19/2021 | **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:**  Execution | |
| **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** |
| Project Work Plan | 01/05/2021 | N/A |  |  | Continuous updates |
| Execution | 01/08/2021 | 02/01/2021 |  | 17% | In progress |

| **IT Task #** | **Completed Issues This Reporting Period** | **Planned Activities for Next Reporting Period** | |
| --- | --- | --- | --- |
| IT-3174  IT-3179  IT-3178  IT-2684  IT-2682 | Approved Project Request Process Diagram – Closed Task  Governance approval of Projet Request Template – Closed Task  Project Request Template submitted for Sponsor approval  Project Request Workflow Diagram submitted for Sponsor approval  Completing the Project Request is submitted for Sponsor approval | | * Obtain approvals for Project Request Process and Workflows * Move the Completing the Project Request and Project Request Template to the Project Requests Confluence space |

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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 |  |  |  |