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 | **Project Status Report** Initiative-176: Project Request ManagementAs of 03/19/2021 | **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 |  | 46% | In progress |

| **IT Task #** | **Completed Issues This Reporting Period** | **Planned Activities for Next Reporting Period** |
| --- | --- | --- |
| IT-3178IT-3177IT-2684IT-2682IT-3180IT-2679 | Project Request Template approved, task closedObtain Approval for Completing the Project Request, task closedProject Request Workflow Diagram approved, task closedCompleting the Project Request approved, task closedAdd Project Request Template as a Confluence TemplateMoved the Completing the Project Request and Project Request Template to the Project Requests Confluence spaceBusiness Case Evaluation out for review | * Obtain reviews and approvals for the Business Case Evaluation, Checklists and 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 |  |  |  |