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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-176: Project Request Management  As 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-3178  IT-3177  IT-2684  IT-2682  IT-3180  IT-2679 | Project Request Template approved, task closed  Obtain Approval for Completing the Project Request, task closed  Project Request Workflow Diagram approved, task closed  Completing the Project Request approved, task closed  Add Project Request Template as a Confluence Template  Moved the Completing the Project Request and Project Request Template to the Project Requests Confluence space  Business 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 |  |  |  |