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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-176: Project Request Management  As of 04/16/2021 | **Project Manager:** Elizabeth White  **Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 176 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** TBD | | | **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 |  | 67% | In progress |

| **IT Task #** | **Completed Issues This Reporting Period** | **Planned Activities for Next Reporting Period** | |
| --- | --- | --- | --- |
| IT-3180  IT-2679  IT-2681 | Introduced the Project Request process to the PM Support Group on 1/19/2021  Converted the Project Request Template to a Confluence Template within the Project Request space, task closed  Reviewed the Project Request Process with the PM Support Group on 3/29/2021  Business Case Evaluation is out for review  Business Case Evaluation Checklist is 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 |  |  |  |