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 | **Project Status Report** Initiative-165: Apply new template to PAO, P&P, ISD, and Finance websiteAs of 05/06/2021 | **Project Manager:** Cassandra Kline**Project Sponsor:** Nicole Coleman |

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| **Initiative Number:** 165 | **ETSC Priority:** 1 | **Project Scheduled Completion Date:** 05/07/2021 | **Project Lifecycle:**  Closure |
| **Project Description:** Redesigning the template for pages found under SDA in the departments Public Affairs Office, Finance Office, Internal Services and Policy & Planning |
| **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** |
| Planning | 12/04/20 | 02/26/21 |  | 100 |  |
| Execution | 02/26/21 | 03/31/21 |  | 100 | Final template approval. |
| Execution | 04/01/21 | 04/15/21 |  | 100 | Template applied to department pages (staging). |
| Execution | 05/03/21 | 05/07/21 |  | 100 | Final template published to production to Finance, ISD, P&P, PAO. |
| Closure | 05/10/21 | 05/14/21 |  | 100 | Project closure reports. |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Tasks for Next Reporting Period** |
| --- | --- | --- |
| SP-770 | Create Masterpage Template for SDA departments. | SP-771 Apply Template to SDA department pages |
| SP-771 | Apply Template to SDA department pages | SP-791 Testing New Template on department pages |
| SP-791 | Testing New Template on department pages | SP-769 Remove SDA, deploy new template to production |
| SP-769 | Remove SDA, deploy new template to production | SP-797 Project Closure |
| SP-797 | Project Closure |  |

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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 |  |  |  |