|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-163: Upgrade Meridian  As of 4/16/2021 | **Project Manager:** Dan Boulger  **Project Sponsor:** Matt Doyle |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Initiative Number:** 163 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** TBD | | | **Project Lifecycle:** Execution | |
| **Project Description:** Upgrade Meridian to version 20.2 | | | | | | | | |
| **Scope:** | **GREEN = No issues** | | **Schedule:** | | **GREEN = No issues** | **Resources:** | | **GREEN = No issues** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestones** | **Start Date** | **Schedule End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** |
| Configure Meridian in stage environment | 03/08/2021 | 04/01/2021 | 04/01/2021 | 100% | Configuration completed and verified |
| Upgrade Meridian in development environment | 04/01/2021 | 04/07/2021 | 04/07/2021 | 10% | Development infrastructure is set up, ready for application upgrade |
| Upgrade Meridian in test environment | TBD | TBD | TBD | 10% | Test infrastructure is set up, ready for application upgrade |
| Complete UAT | TBD | TBD | TBD | 0% |  |
| Complete training | TBD | TBD | TBD | 0% |  |
| Upgrade Meridian in production | TBD | TBD | TBD | 0% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
| --- | --- | --- | --- |
| MER-34 | * Provided vendor requirements for employee database feed * Configured stage environment | | * Work with vendor to complete base install in developement environment. * Prepare QA test scripts for Meridian |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
| No Key Decisions to Report |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Risks** | **Probability** | **Impact** | **Status** |
| No Key Risks to Report |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Issues** | **Impact** | **Priority** | **Status** |
| No Key Issues to Report |  |  |  |