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

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| **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** |

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

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

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