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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-163: Upgrade Meridian  As of 6/15/2021 | **Project Manager:** Dan Boulger  **Project Sponsor:** Matt Doyle |

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| **Initiative Number:** 163 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** 9/14/21 | | | **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% |  |
| Upgrade Meridian in development environment | 04/01/2021 | 06/22/2021 |  | 75% |  |
| Gather requirements, develop and test employee data integration | 04/13/21 | 06/11/2021 |  | 10% |  |
| Upgrade Meridian in test environment | 06/07/2021 | 07/13/2021 | TBD | 65% |  |
| Complete UAT | TBD | 08/26/2021 | TBD | 0% |  |
| Complete training | TBD | TBD | TBD | 0% |  |
| Upgrade Meridian in production | TBD | 09/14/2021 | TBD | 0% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
| --- | --- | --- | --- |
|  | * Base installation in development environment | | * Complete base installation in test environment * Install Ad Hoc and LRS in development environment * Install Ad Hoc and LRS in test environment * Configure TLS and SSO in development environment * Run system testing in development environment * Obtain final approval on employee data integration * Begin employee data integration development |

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

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| Installation requires vendor involvement and vendor’s limited availability may impact project progress. | High | Medium | Vendor has delayed deliverables due to vendor resource issues. This has caused project timeline to slip. To make up for this, IT has started working on future tasks that don’t require vendor assistance. It is unclear at this point if IT’s efforts have completely negated this risk. |

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