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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-163: Upgrade Meridian  As of 8/02/2021 | **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:** | | **RED = Critical 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 and configure Meridian in development environment | 04/01/2021 | 06/22/2021 |  | 95% | Progress slowed by technical issue. Technical issue resolved and work has continued |
| Dev environment System testing | 7/30/21 | 8/6/21 |  | 20% |  |
| Gather requirements, develop and test employee data integration | 04/13/21 | 06/11/2021 |  | 10% | Requirements gathered. Developer resources acquired and work planning has started |
| Upgrade and configure Meridian in test environment | 06/07/2021 | 07/13/2021 |  | 75% | Blocked by data cleanup tasks. |
| Test environment System testing | TBD | TBD |  | 0% | Blocked by Meridian test environment set up. |
| Data clean-up | TBD | TBD |  | 0% |  |
| Complete UAT | TBD | 08/26/2021 |  | 0% | Blocked by test environment System testing |
| Complete training | TBD | TBD |  | 0% | Blocked by test environment System testing |
| Upgrade and configure Meridian in production | TBD | 09/14/2021 |  | 0% | Blocked by UAT and training |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
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|  | * Fixed Meridian configuration issues on development server * Installed Ad Hoc and LRS in development environment * Configured TLS in development environment * Installed Ad Hoc and LRS in test environment * Completed upgrade in test environment * Obtained final approval on employee data integration | | * Complete configuration in dev environment * Run system testing in development environment * Begin employee data integration development * Configure SSO in development environment * Start data cleanup tasks |

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

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| Vendor’s limited availability may impact project progress. | Moderate | Moderate | Now that installation is complete in the development environment, this issue is mitigated some. IT will be doing the installations in our test and production environments – pulling in vendor help as needed. |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| Due to a technical issue, the vendor took longer to complete the Meridian installation in our dev server than planned. The schedule will need to be adjusted as we will not be able to make the project scheduled completion date of 9/14/21 | High | High | The vendor fixed the technical issue and we are able to move forward with the project. IT is working with the vendor now to adjust the project scheduled completion date. |
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