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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-163: Upgrade Meridian  As of 8/20/2021 | **Project Manager:** Dan Boulger  **Project Sponsor:** Matt Doyle |

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| **Initiative Number:** 163 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** 12/14/21 | | | **Project Lifecycle:** Execution | |
| **Project Description:** Upgrade Meridian to version 20.2 | | | | | | | | |
| **Scope:** | **GREEN = No issues** | | **Schedule:** | | **Yellow = Moderate 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 | 8/17/2021 | 100% |  |
| Dev environment System testing | 7/30/21 | 8/6/21 | 8/18/2021 | 100% |  |
| Gather requirements, develop and test employee data integration | 04/13/21 | 10/04/2021 |  | 15% | Integration development in progress |
| Upgrade and configure Meridian in test environment | 06/07/2021 | 09/06/2021 |  | 75% |  |
| Test environment System testing | 08/19/2021 | 09/13/2021 |  | 10% |  |
| Data clean-up | 08/13/2021 | 09/04/2021 |  | 25% |  |
| Complete UAT/training | TBD | 11/29/2021 |  | 0% | Blocked by test environment System testing |
| Upgrade and configure Meridian in production | TBD | 12/14/2021 |  | 0% | Blocked by UAT and training |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
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|  | * Configuration in dev environment * System testing in development environment | | * Continue employee data integration development * Continue data cleanup tasks * Fininsh system configuration in test environment * Finish system test in test environment |

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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 is doing the installations in our test and production environments – pulling in vendor help only 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 has been adjusted to account for this delay. | 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. |
| Training was missed as a task in the project schedule. This has been added in. The schedule has been adjusted to account for this oversight delay. | High | High | Training and UAT is anticipated to take 8 weeks. |
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