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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-163: Upgrade Meridian  As of 9/13/2021 | **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:** | | **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 and configure Meridian in development environment | 04/01/2021 | 06/22/2021 | 08/17/2021 | 100% |  |
| Dev environment System testing | 07/30/2021 | 08/06/2021 | 08/18/2021 | 100% |  |
| Gather requirements, develop and test employee data integration | 04/13/2021 | 10/04/2021 |  | 25% | Integration development in progress |
| Upgrade and configure Meridian in test environment | 06/07/2021 | 09/06/2021 | 09/02/2021 | 100% |  |
| Test environment System testing | 08/19/2021 | 09/13/2021 |  | 100% |  |
| Data clean-up | 08/13/2021 | 09/04/2021 |  | 50% |  |
| Complete UAT/develop training materials | 09/02/2021 | 11/29/2021 |  | 25% |  |
| 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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|  | * System configuration in test environment * System testing in test environment | | * Continue employee data integration development * Continue data cleanup tasks * Continue UAT |

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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 and test environments, this risk is mitigated some. |

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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. |
| 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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