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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-163: Upgrade Meridian  As of 02/09/2022 | **Project Manager:** Dan Boulger  **Project Sponsor:** Matt Doyle |

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| **Initiative Number:** 163 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** 02/21/2022 | | | **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~~  12/06/2021 |  | 100% |  |
| 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 | 09/13/2021 | 100% |  |
| Data clean-up | 08/13/2021 | ~~09/04/2021~~  ~~11/12/2021~~  12/13/2021 | 12/09/2021 | 100% |  |
| Complete UAT/develop training materials | 09/02/2021 | ~~11/29/2021~~  12/17/2021 | 12/17/2021 | 100% |  |
| Upgrade and configure Meridian in production | 02/16/2022 | ~~12/14/2021~~  ~~01/05/2021~~ |  | 75% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
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|  | * Resolved issue #5. | | * Go live 02/16/2022 - 02/18/2022 |

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

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| **Key Risks** | **Probability** | **Impact** | **Status** |
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| **Key Issues** | **Impact** | **Priority** | **Status** |
| Issue #1: 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 | **Resolved** |
| Issue #2: Training was missed as a task in the project schedule. | High | High | **Resolved -** The schedule has been adjusted to account for this oversight delay. |
| Issue #3: Vendor initially indicated that we could run the cleanup script against the new version of Meridian, but contradicted that statement after delivering the script. We must re-create the existing Meridian version in the test environment to run and test the script. | Moderate | High | **Resolved -** We re-created the existing Meridian version in the test environment, ran, and tested the script. We ran the script against the production database. The issue is successfully resolved. |
| Issue #4: The employee data integration task took longer than initially planned. | High | High | **Resolved -** The schedule has been adjusted to account for this delay. |
| Issue #5: Employee usernames with less than four letters can’t be added to Meridian. Employee data for existing Meridian users with usernames that are less than four letters can’t be updated. | High | High | **Resolved –** Fix vendor provided successfully passed IT testing. User names with three letters can be added, and updated in, Meridian. |