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| D:\SASD RegionalSan\SASD Logo.png | **Project Status Report** **SASD Maximo Upgrade & Support**As of **2/10/22** | **Project Manager:** Andrea Leigh**Project Sponsor:** Jeff Vail**Business Owner:** Luisa Gomez |

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| **Initiative Number: 166** | **ETSC Priority:** N/A | **Project Scheduled Completion Date:** 06/30/2022 | **Project Lifecycle:**  Execution |
| **Project Description:** Information Technology (IT) is overseeing a routine Maximo upgrade for both the Sacramento Regional County Sanitation District (Regional San) and the Sacramento Area Sewer District (SASD).  Initiative-166 is specific to the SASD Maximo upgrade from 7.6.0 to 7.6.1.2 (or the latest patch version at the time of development).The IBM Maximo Asset Management framework has been in use by both the Sacramento Regional County District (Regional San) and the Sacramento Area Sewer District (SASD) as a web-based Computerized Maintenance Management System (CMMS) to perform enterprise asset management for several years.  Both districts upgraded to the current Maximo 7.6.0 in 2018 (SASD in April and Regional San in July).IBM has formally announced that support for Maximo 7.6.0 will end in September 2021.  Extended support is possible at a cost, and may need to be applied for and then approved by IBM.In addition, the IT Patch Standards call for IT to upgrade Maximo every 18-24 months. |
| **Scope:** | **GREEN = No Issues** | **Schedule:** | **YELLOW = 1 Issue** | **Resources:** | **Green = No Issues** |
| **Milestones** | **Start Date** | **End Date** | **Actual****End Date** | **% Complete** | **Actions/Comments** |
| Project Schedule Baseline | 09/07/21 | 11/15/21 | 1/13/22 | 100% | Readjusting Baseline when final quotes and timelines for Hardware are obtainedEstimate the Week of 12/20 to receive final quotes |
| Maven System Assessment | 11/01/21 | 11/19/21 | 11/24/21 | 100% |  |
| Dev Server Setup/Configuration | 1/18/22 | 2/28/22 | TBD | 41% |  |
| Testing Server Setup/Configuration | 3/11/22 | 4/29/22 | TBD | 0% | **1/28/22:** The Test environment will be setup on VMs for both application and DB servers. Once hardware is received, the DB will be moved to the physical hardware. |
| UAT Prep Complete | 3/1/22 | 4/29/22 | TBD | 0% |  |
| UAT Complete | 5/2/22 | 5/13/22 | TBD | 0% |  |
| Production Server Setup/Configuration | 5/16/22 | 6/3/22 | TBD | 0% |  |

| **Completed Activities This Reporting Period** | **Planned Activities for Next Reporting Period** |
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| Hardware Planning: Received approval from SASD to go with IT best estimates on hardware requirements for SASD Maximo clustering* ISD Procurement reached out for Payment on the Hardware PO(1/21)
	+ It was determined that the PO wasn’t processed
	+ The PO was confirmed processed – 1/21
	+ ETA 4/9
 | * Follow up with Vendor on order status
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| * Completed all necessary meetings to complete elicitation and documentation of High-Level Business Requirements (HLR) and Current-State Business Process Models (BPM).
* 100% completed (12/07)
	+ 20 approved
	+ 1 is in process *(IT documenting)*
	+ 21 meetings completed
 | * Work on completing Overflow Tab process flow diagram
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| **General:** * Continue Build-Out of Confluence Site
* Continue Build-Out of Jira Big Picture to coincide with Planning Epics/Tasks/Sub-Tasks
* Create Jira Tasks for Work In Progress (WIP)
* SASD/IT Core Requirements (2/9) 2nd meeting (used for regression testing during UAT)
* Conducted 1st Starboard weekly stand-up meeting
 | * SASD/IT Core Requirements (2/22) 3rd meeting (used for regression testing during UAT)
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| **Key Risks** | **Probability** | **Impact** | **Status** |
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| SASD Current Blade Server for Maximo: Extended Support ends in October 2021. (in conjunction with obtaining requirements from the Maximo Upgrade Vendor) | High | High | **07/15: Closed** – IT Ops has found a vendor to provide extended support of the SASD blade server. TPS was submitted on 07/15/21.07/09: We need to create a mitigation plan. Research Infrastructure needs and acquisition timelines once requirements can be gathered. |
| Contracts found, per the CA Secretary of State website, that the consultant shows SOS/FTB Suspended | Medium | High | **07/27: Closed** – Contracts have completed their review and proceeded to continue with the contracting process.07/26: Provided Contracts with responses from Maven. Maven’s fictitious name is identical to the business entity noted in Contracts research07/21: Reported by Katherine Manne; Rudy submitted inquiries to Maven |
| Maven’s insurance coverage value for Professional and Cyber Liability is $1,000,000 per claim and aggregate. SASD’s has a minimum required value for each coverage type is $2,000,000 per claim and aggregate. | Low | High | **08/10: Closed** – Contracts notes the issue has been resolved08/08: Maven notes that their insurer has updated their policies07/28: Maven would like the increase to be in line with their renewal date (08/19); Contracts notes, per Risk Management approval, that the renewal date is acceptable.07/27: Maven advised of the issue. |
| MaxTAF Cloud version: We need to clarify access to the SASD Network. | Medium | High | **1/28: Closed -** Maven, MaxTAF, & ITOPs met and discussed expectations. Since Performance testing will be completed on the TEST physical hardware – and that is delayed until the end of April. Another meeting will be scheduled in April to regroup. 1/14/22: Maven, MaxTAF, and ITOps are coordinating a meeting to set expectations, etc. 12/11: Holding decision on using this cloud tool for load testing (relates to open business decisions tied to Hardware Planning)10/18: Maven will provide further Options the week of 11/01.10/08: Adding as an agenda item for a Technical Q&A session with Maven the week of 10/18.09/10: Scheduling as an agenda item for the next Maven project planning meeting; Standing decision – A Cloud-based solution will not provide the required results.08/30: Gene Laoyan meeting with DTech regarding 4 potential options offered by Maven; Maven is also working on an on-prem solution – We will meet with Maven to discuss the issue as part of our initial analysis.07/30: Issue identified by Michelle. Added a task to determine if an alternate solution will be required (i.e., On-prem); Also need to determine when we can engage the vendor to work on this item. |
| ElementsXS: Currently On-Hold. However, if brought back to the upgrade project, it may impact the project schedule. | Low | Medium | **09/13: Closed** - Closing this Risk. We will continue to monitor08/10: Identified. We will continue to monitor that project. |
| Need to ensure we utilize a supported browser for Maximo (for Extended Support)* IE Mode will not be supported by IBM
* Edge will not be supported
* IE goes off MicroSoft support by June 2022
 | Low | High | **2/10: Closed –** Maximo is able to launch using IE 11 or MS Edge with IE Stand-alone mode. IE 11 is not planned to be removed from the environment until late in June or July 2022. The new version of Maximo is only supported on MS Edge and the estimated implementation is 6/6 – 2 weeks before Microsoft decommissions IE 11 – and well before IE 11 would be removed from our environment.1/14/22:Michelle M. is currently validating testing for Maximo using MS Edge IE Stand-Alone Mode configurations to ensure it will meet support guidelines.12/01: INIT-191 is currently in testing to verify for any negative impacts to Maximo support.09/14: Met with INIT-191 PM (Sunset IE Support). That group is in the initial testing phase and working with IT Ops to clarify any interim and long-term solution paths.08/30: Monitoring INIT-191 (Sunset IE Support). This initiative will ensure that all applications work on identified browsers08/18: Starting to see redirected to Edge. |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| The following CSR submission acceptance date is 8/04/21, which is for a 9/22 Board meeting to approve the SASD Maximo Upgrade Vendor CSR. | High | High | **07/27: Closed** – Prabhakar approved the inclusion of this board item to the 08/25/21 BOS Meeting.07/19: Emailed Katherine to see if there is any possibility to get into one of the three board meetings that will occur before 9/22. |
| We discussed that the global supply chain issues will delay getting new database servers delivered to our data center. This delay might push the project's completion date beyond extended support. We asked SASD if we should continue to work with the vendor to get their hardware recommendations before we put in our hardware order or put the order in now with IT's best-educated guess on the hardware needs. SASD requested we give them more details before they make a decision. | High | High | **2/10:** Given the hardware arrival date moved to 4/9/22, the Project team has devised a mitigation plan to begin set up and configuration of the TEST environment on Virtual servers and migrate once the hardware arrives and is ready. 1/28:There was an issue with the hardware order brought to our attention on 1/21. Vendor didn’t process the PO when it was submitted in December. It was expedited and processed on 1/21. The new ETA is 4/9/22. ITOPS still estimates **14 days** for hardware installation and configuration once received.12/21: Final quotes received from vendors. Vendor selected from lowest bidder. Estimated time to receive hardware **is 91 days from quote date**. ITOPS estimates **14 days** for hardware installation and configuration once received. These timelines will be worked into the schedule.12/02: Final quotes received from HPE. Quote requests submitted from other vendors to finalize selection.Once selected we will know the estimated time for delivery and installation.11/17: SASD approved Option #2 to proceed with IT’s recommendation for hardware architecture.IT will proceed with the process of procuring the identified servers.The project team will continue to mitigate any delays in the process.11/15: Dan emailed the options (3) for Hardware Planning to Luisa for review11/05: Met with Luisa to introduce the Hardware Planning Issue. Luisa requests IT to provide information on why IT is recommending any particular option.Dan will provide a full documented breakdown the week of 11/15Luisa will set up a meeting with Rosemary and Patrick to review the information10/28: - Opened Issue |
| VPN Access issues exist for Maven vendors | Medium | High | **12/30: Closed -** Both Maven users have been verified as having full VPN access to our network.11/19: Some Maven users are still working through the process with DTech. IT will continue to monitor and assist.11/15: Maven reports issues in completing the VPN access process. This is a process where the external vendor works directly with DTech.IT will follow up with DTech as well to attempt to help complete the process. |