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| D:\SASD RegionalSan\SASD Logo.png | **Project Status Report**  **SASD Maximo Upgrade & Support**  As of **09/27/21** | **Project Manager:** Rudy Aguillio  **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:**  Planning | |
| **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:** | | | **GREEN = No Issues** | | | **Resources:** | | **Green = No Issues** |
| **Milestones** | | | **Start Date** | | | **End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** | | | |
| RFP 9075R – Spatial Upgrade Vendor (Starboard Consulting) - Contract Negotiations | | | 08/30/21 | | | TBD | 09/07/21 | 100% | The contract with Starboard Consulting is scheduled to go for approval to the Board on 10/13/21.  Contracts is working on the agreement (Starboard didn’t have any comments to SASD’s contract template on their response to RFP 9075R). | | | |
| Contract Execution Completed Maven Asset Management, Inc. for SASD Maximo Upgrade Consulting Services | | | 08/25/21 | | | Open | 09/06/21 | 100% | Agreement No. 80000143 | | | |
| Kick-Off Meeting with Maven | | | 09/17/21 | | | TBD | TBD | 25% | We are working with the new Maven PM on providing access to the necessary systems and tools to prepare for this meeting. The meeting date will be set once we have agreed on that date in our project planning | | | |

| **IT Task #** | **Completed Activities This Reporting Period** | **Planned Activities for Next Reporting Period** |
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| n/a | Completed Contract Execution for the Maven Asset Management, Inc.  Confirmed ability/start-date to engage Maven for services (09/07/21)   * Began planning initial engagements with Maven | * Begin the ground-work on the merging of project plans   + Project Schedule: Target 10/31 for final baseline draft |
|  | Maven Project Manager Resource Change Request (09/09/21):  Maven requested a change from the proposed PM resource to Jayson Howell (the initial proposed Training Lead).   * After meeting with Jayson and Jennifer Gatza (CEO), we have agreed to the change and will transition to Jayson as the Maven Project Manager. * Randi Wagner (proposed Testing Lead) will double as the Maven Training Lead.   Forms for VPN access to necessary applications sent to Maven. They will respond by 12pm on 10/01. | * 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) |
|  | Completed Collaborative effort to Identify and Prioritize Related Systems & Configuration Impacted Applications/Tools for Analysis and Solutioning.   * Scheduled all necessary meetings to complete elicitation and documentation of High-Level Business Requirements (HLR) and Current-State Business Process Models (BPM). * Completed meetings for MxLoader (9/21) – Pending Business Approval | * Complete analysis and subsequent tasks for Related Systems in the scope of the project. |
|  |  | * Prepare for Project Plan Meetings |
|  |  | * The next SASD Maximo Upgrade Project Overview Meeting (Monthly) will be on 09/29 |

| **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 research  07/21: 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 resolved  08/08: Maven notes that their insurer has updated their policies  07/28: 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 | 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 monitor  08/10: 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 | 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 browsers  08/18: 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. |
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