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 | **Project Status Report** Initiative-157: Upgrade SharePoint to 2019As of 03/01/2022 | **Project Manager:** Cassandra Kline **Project Sponsor:** Jeff Vail |

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| --- | --- | --- | --- |
| **Initiative Number:** 157 | **ETSC Priority:** N/A | **Project Scheduled Completion Date:** TBD | **Project Lifecycle:**  Planning |
| **Project Description:** Upgrade the districts' SharePoint intranet sites from version 2016 to 2019 in order to maintain current support. |
| **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** |
| Complete project initiation | 02/26/22 | 03/03/22 | 03/03/22 | 100% |  |
| Develop Project Management Plan | TBD | TBD |  | 0% |  |
| Develop Work Breakdown Structure (WBS) | TBD | TBD |  | 0% |  |
| Develop Project Schedule | TBD | TBD |  | 0% |  |
| Set Up Testing Environment | TBD | TBD |  | 0% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Tasks for Next Reporting Period** |
| --- | --- | --- |
|  | Developed project charter | Develop project management plan |
|  | Identified custom site owners | Identify non custom site owners |
|  | Conduct kick off meeting | Set up testing environment |
|  |  | Review system test cases |

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| No Risks Identified  | High | Low |  |
|  | Realized | Low |  |

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| --- | --- | --- | --- |
| **Key Issues** | **Impact** | **Priority** | **Status** |
| No Key Issues to Report |  |  |  |