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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-157: Upgrade SharePoint to 2019  As of 05/01/2022 | **Project Manager:** Cassandra Kline **Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 157 | | **ETSC Priority:** N/A | | **Project Estimated Completion Date:** 08/2022 | | | **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 | 03/11/22 | 04/08/22 | 04/14/22 | 100% |  |
| Develop Work Breakdown Structure (WBS) | 03/11/22 | 04/08/22 | 04/01/22 | 100% |  |
| Develop Project Schedule | 03/11/22 | 04/08/22 | 04/08/22 | 100% |  |
| Set Up Testing Environment | 04/08/22 | 05/06/22 |  | 95% |  |
| Document System Tests | 04/08/22 | 05/06/22 |  | 95% |  |
| Configure Testing Environment | 04/18/22 | 05/06/22 |  | 25% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Tasks for Next Reporting Period** |
| --- | --- | --- |
| SP-920 | Finalize project management plan | Set up and configure testing environment |
| SP-920 | Finalize project schedule | System Testing |
| SP-925-953 | Review and document system test cases | Review testing with UAT test staff |
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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 |  |  |  |