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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-157: Upgrade SharePoint to 2019  As of 12/01/2022 | **Project Manager:** Cassandra Kline **Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 157 | | **ETSC Priority:** N/A | | **Project Estimated Completion Date:** 12/30/22 | | | **Project Lifecycle:**  Execution | |
| **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 | 05/06/22 | 100% |  |
| Document System Tests | 04/08/22 | 05/06/22 | 05/06/22 | 100% |  |
| Configure Testing Environment | 04/18/22 | 06/18/22 | 06/17/22 | 100% |  |
| System Testing | 06/20/22 | 07/15/22 | 07/15/22 | 100% |  |
| User Acceptance Testing | 07/11/22 | 07/22/22 | 11/30/22 | 100% |  |
| Modify Usability of Links to Files in Shares | 09/15/22 | 11/15/22 |  | 95% |  |
| Upgrade Production | 12/09/22 | 12/11/22 |  |  |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Tasks for Next Reporting Period** |
| --- | --- | --- |
| SP-920 | Finalize project management plan | Upgrade production |
| SP-920 | Finalize project schedule |  |
| SP-925-953 | Review and document system test cases |  |
| SP-961 | Set Up Testing Environment |  |
| SP-963-1088 | Configure testing environment |  |
| SP-972-1001 | System Testing |  |
| SP-1002-1031 | User Acceptance Testing |  |
| SP-1114 | Notify users who have links to file shares |  |
| SP-1113 | Transfer documents in file shares to SharePoint (if linked) |  |
| SP-1182 | Pre-Go Live and Go Live Planning |  |

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| System/UAT Testing Browser Edge Transition | High | Low | 07/01/22 - Preference is to test using Edge so that re-testing is unnecessary. Further information will be known mid-June. |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| Edge browser does not open links to file shares. | High | Medium | 08/01/22 - Workaround is users who have sites on file shares move those files into SharePoint. The impact is under analysis.  09/01/22 – Sites with links to file shares have been identified. Users will be notified that documents linking to file shares will need to move into SharePoint.  10/01/22 – Users with links to file shares have been notified and instructed to move document by 11/15.  11/01/22 – Link updates in progress, 80% complete.  12/01/22 – Link update still in progress lab data on O&M site, 95% complete in testing. |