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|  | **Project Status Report**  **Implement Zoom**  As of **10/04/2022** | **Project Manager:** Phillip Agee  **Project Sponsor:** Matt Doyle  **Business Owner:** Matt Doyle |

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| **Initiative Number: 196** | | **ETSC Priority:** Medium | | | **Project Scheduled Completion Date:** 9/23/2022 | | | | | | **Project Lifecycle:**  **Closure** | |
| **Project Description:** | | | | | | | | | | | | |
| **Scope:** | **GREEN = No Issues** | | | **Schedule:** | | | **YELLOW = 1 Issue** | | | **Resources:** | | **Green = No Issues** |
| **Milestones** | | | **Start Date** | | | **End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** | | | |
| Initiation | | | 07/21/2022 | | | 08/23/2022 | 08/23/2022 | 100% | Charter approved and signed | | | |
| Planning | | | 07/24/2022 | | | 08/12/2022 | 8/12/2022 | 100% |  | | | |
| Execution | | | 09/02/2022 | | | 9/23/2022 | 9/14/2022 | 100% | Preparing for Go Live. | | | |
| User Acceptance Test | | | 09/07/2022 | | | 09/08/2022 | 09/08/2022 | 100% | This was not significant. We wanted to make sure the 14 trial users could launch and use Zoom Gov. | | | |
| Production Deployment | | | 09/14/2022 | | | 09/14/2022 | 09/14/2022 | 100% | Will release the remaining 136 licenses for Zoom Gov to the GTM users. | | | |
| Project Closure | | | 09/21/2022 | | | 09/23/2022 | 10/04/2022 | 100% |  | | | |

| **Key Risks** | **Probability** | **Impact** | **Status** |
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| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
| Should we give Zoom access to a GoToMeeting user even if the user has not used GotoMeeting in a long time? Example: 90 days since accessing GoToMeeting. | Matt Doyle | I think for ease of transition we just transition those that had GoToMeeting to Zoom regardless of usage. I believe we should take a look at the usage periodically especially if we are bumping up to the zoom license amount and are at risk needing more. At that time we would run a report and give notice to those that have not used in whatever determined time frame (90 days) that they license will be redistributed. | Decided |
| Do not extend GTM. Allow to expire before it is decommissioned. | Jeff Vail, Arshad Waheed,  Marty Feldman,  Gene Laoyan | The project team may not have the opportunity to gracefully decommission GTM before it expires. This is because the priority is to expedite the implementation of zoom. | Decided |
| PMLC steps we need to skip in order to expedite this project. | Matt Doyle, Jeff Vail, Arshad Waheed,  Marty Feldman | Exception is approved in order to expedite zoom implementation. | Decided |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| Domain update request to prevent activate your Zoom account email | Low | High | Resolved |