IT Monthly Status Report

Date: 14-Nov-22
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Initiative	Priority	Project Start Date	Project Name	Status Last change date	Status Description	Target Completion Date	Customer Contact	Assigned PM	Notations, variances or Comments
61	Medium	5/2/2022	Implement Document Repository (FileNet) for LAB Final Records	Initiation - 10/04/2022	Project Charter has been approved by all stakeholders and the project kickoff meeting is scheduled for the week of November 14, 2022	TBD	Srividhya Ramamoorthy	Shabab Shams	The execution on this project shall remained blocked until FileNet upgrade has been completed.
147	High	7/30/2021	Upgrade FileNet	Execution - 01/20/2022	**Project milestones:** • **#1** Initiate project - **completed;** • **#2** Plan project & hire vendor - **completed;** • **#3** Upgrade development environment - **completed;** • **#4** Upgrade test environment - **completed;** • **#5** User Acceptance testing - **completed;** • **#6** Upgrade production environment - **completed;** • **#7** Roll-out upgraded production environment – **scheduled for weekend of 12/03/22 - 12/04/22**	12/5/2022	Dean Wyley	Dan Boulger	Rollout/ Go-Live date is delayed by 16 days because the UAT took 2 weeks longer than expected.
157	Medium	3/1/2022	2019 SharePoint Intranet Sites upgrade	Execution - 06/06/2022	Project team is in preparation phase to prepare for upgrade from 2016 version to 2019 which requires moving of files linked to shares into SharePoint. File moves should be complete by November 21, 2022. Move of files is a requirement because the Edge browser won't open links to file shares. **The project team is currently working on assisting users with moving files from shares into SharePoint.**	12/15/2022	Jeff Vail	Cassandra Kline	The PM is coordinating between IT and Dtech availability in December to complete the upgrade. All files linked to shares into SharePoint have to be moved to address the Edge browser's behavior when opening links to file shares from SharePoint. Project team is assisting users with moving files into SharePoint
166	High	1/4/2021	Upgrade SASD Maximo eco system	Execution - 11/01/2021	Migration of the TEST environment to new physical SQL Cluster is in process. The project team will be spending the remaining part of the current calander year validating that environment and preparing for our next load test. TEST Physical SQL cluster are now online 2 weeks ahead of schedule. PROD SQL Cluster will be online in about 2 weeks.	2/28/2023	Luisa -Maria Gomez	Vu Pham	Targeted completion date has been delayed by 6 weeks because we were unable to go to production on the VM SQL cluster. Physical servers have now been received, prepared and on-line. Revised targeted completion date takes into consideration the go-live / Cut Over + 30 day warranty and clean-up work.
191	High	8/2/2021	Sunset IE Support	Planning -09/01/2022	The first phase was rolled out on 10/12/2022 which defaults to the Edge browser and pushes out the Edge configuration for the outstanding apps that still require Edge compatibility mode or IE redirect. There have been a handful of issues that have been related to personal computer and profile configuration. The issues are being reviewed with the help desk team to see how we get to a steady state for the initial roll out. The apps/links that require this special handling are being reviewed to determine the requirements that need to be revised, documented and re-analyzed. A test plan will also be determined with the goal of minimizing the testing period. This task is expected to be completed 11/30/2022.	1/31/2023	Dan Boulger	Kerri Stewart	Due to discovery of applications and URL related technical issues during the execution phase, it has been determined to roll out the implementation of Edge in two (2) phases. The first phase was rolled out on 10/12/2022 which defaults to the Edge browser and pushes out the Edge configuration for the outstanding apps that still require Edge compatibility mode or IE redirect.
170	Medium	3/16/2022	Migration to Atlassian Cloud	Execution - 10/21/2022	Test migration is underway with estimated completion date of 11/30/2022. Start of actual migration is scheduled to begin on 12/02/2022 and is expected to take five (5) weeks	2/28/2023	Jeff Vail	Liz White	NONE
195	Medium	5/20/2022	Develop RFP for ERP system	Initiation - 05/20/2022	The announcement of intent to award contract to Soft Resources LLC was made and published on the Districts Intranet on 10/17/2022. The negotiations with the selected vendor; Soft Resources LLC have been finalized and the contract has been signed as of November 08, 2022. Soft Resources, LLC. is scheduled to begin the delivery of services during the second week in January 2023.	11/17/2023	Matt Doyle	Arshad Waheed	Six member **evaluation team/committee for hiring of consulting company Re: RFP 9097: 1. Helen Hu; 2. Patrick Schroeder; 3. Dave Ocenosak; 4. Kerri Stewart; 5. Arshad Waheed; 6. John Hough**
198	High	10/18/2022	Implement LIMS Instrument Interface	Initiation	Project Charter preparation is in process for approval of the stakeholders, after which the project kick off meeting shall be scheduled	TBD	Srividhya Ramamoorthy	Shabab Shams	None.
192	Medium		Regional San Interceptor Documentation Migration to SASD Project	Ready to initiate/ On Hold	This project is blocked by initiative-147 and other FileNet related projects. The customer has agreed to delay the initiation of this project until FileNet upgrade has been completed	N/A	Amber Schalansky	Shabab Shams	This project is blocked by initiative-147 and shall be initiated after FileNet upgrade has been completed

ITSD**	Priority	Eval. Start Date	ITSD Title of Request	Status	Status Description		Assigned PM		Notations, variances or Comments
ITSD-6742	High	5/12/2022	Revise the IT Projects list Report	Completed	Completed and closed	N/A	Luisa -Maria Gomez and Thea Durbin	Shabab Shams	Successfully implemented
ITSD-12433	High	8/9/2022	Servers and vendor accounts for flow monitoring data analysis software	Under IT review	This is a customer managed project. Solution analysis and IT architectural review has been completed. IT Manager is reviewing it for approval. IT shall assist the customer with purchase of required servers and with the commissioning plan	11/18/2022	Don La Franchi	Phillip Agee	Customer Managed project. Don La Franchi of SASD is the Project Manager
ITSD-11426	High	5/6/2022	LIMS Lab Instrument Interface Conversion	Closed/converted to initiative-198	Solution analysis was completed on 10/18/22. IT approval and ETSC approvals were obtained and the project has been initiated as initiative-198 as reported in the first section of this report	Closed/ completed	Srivi Ramamoorthy	Shabab Shams	Project has been initiated as initiative-198
ITSD-13828	Medium	8/24/2022	Monday.com Project Management software Pilot project	Solution Analysis	Customer is engaged in the pilot project for evaluation of required application software functionality. IT is preparing for the architectural and security review. If and when the customer decides to purchase the software, IT shall then initiate the project work for planning and implementation	12/2/2022	Jennifer Weitz	Phillip Agee	None
ITSD-13726	Medium	10/6/2022	Grant JIRA Access to CMMS to Support the Regional San Operations Business Systems Change Request Process	Solution Analysis	IT has completed the review and is preparing for an interactive demo of JIRA with the customer during the week of 11/14/2022 for determine and finalize customer specific requirements	12/2/2022	Thea Durbin	Phillip Agee	None
ITSD-11589	High	5/12/2022	Lab Final Records Repository in FileNet	Closed/converted to initiative-61	Solution analysis was completed on 09/15/22. IT approval and ETSC approvals were obtained and the project has been initiated as initiative-61 as reported in the first section of this report	Closed/ completed	Srivi Ramamoorthy	Shabab Shams	Project has been initiated as initiative-61
ITSD-11431	Medium	8/16/2022	Confluence Grant management system	Solution Analysis	IT Needs Assessment document approved by Mike and Christoph for the Confluence Program has been provided to IT on 11/09/2022 by Carolyn Balazs with the request that meeting be set up in mid-December to discuss the document. Meeting has been confirmed for 12/15/2022	TBD	Carolyn Balazs	Shabab Shams	Solution analysis process was suspended until November 2022 per request from Carolyn Balazs who is the customer contact designated by Mike Huot.
ITSD-14134	High	9/16/2022	Assess off-the-shelf FileNet for reports W/O EDM/RDA	Solution Analysis	Working with Fair fax to complete the functionality review of the New version of FileNet 8.5	11/30/2022	Thea Durbin	Shabab Shams	IT verifying if new upgraded version of FileNet (off the shelf) would provide the functionality being currently provided by RDA/EDM software thus eliminating the need for RDA/EDM.
ITSD-12235	Medium	5/12/2022	Add batch functionality features to RDA application	Waiting to initiate	ETSC approval was granted on 10/28/2022. The project team and the customer (Dean Wyley and the documentation team) are in process of determining if this project will be needed after upgrade of FileNet to the newer version	TBD	Dean Wyley	Shabab Shams	Blocked until successful completion of Initiative-147

** Only those ITSDs are reported here which have been identified as a higher priority by the customer

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