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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-147: Upgrade FileNet 5.2.1.6  As of 11/01/2021 | **Project Manager:** Dan Boulger  **Project Sponsor:** Dean Wyley |

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| **Initiative Number:** 147 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** TBD | | | **Project Lifecycle:** Planning | |
| **Project Description:** We are current on FileNet version 5.2.1.6. IBM won’t support this version past 04/30/2022. This project’s purpose is to upgrade to FileNet version 5.5.x. The target version will be selected after consultation with the selected implementation vendor. | | | | | | | | |
| **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 | 07/30/2021 | 09/09/2021 | 09/09/2021 | 100% |  |
| Bring in implementation vendor | 8/17/2021 | 11/15/2021 |  | 80% |  |
| Develop project management plan | TBD | TBD |  | 0% |  |
| Gather requirements | 10/5/2021 | 11/12/2021 |  | 30% | Gathered high-level business requirements for four of twelve applications. |
| Develop work breakdown structure (WBS) | TBD | TBD |  | 0% |  |
| Develop project schedule | TBD | TBD |  | 0% |  |
| Install and configure FileNet in sandbox environment | TBD | TBD |  | 30% |  |
| Add sample content to FileNet in sandbox | TBD | TBD |  | 0% |  |
| Install and configure FileNet in development environment | TBD | TBD |  | 0% |  |
| Migrate development environment content | TBD | TBD |  | 0% |  |
| Complete unit testing | TBD | TBD |  | 0% |  |
| Install and configure FileNet in test environment | TBD | TBD |  | 0% |  |
| Migrate test environment content | TBD | TBD |  | 0% |  |
| Complete system testing | TBD | TBD |  | 0% |  |
| Complete user acceptance testing (UAT) | TBD | TBD |  | 0% |  |
| Install and configure FileNet in production environment | TBD | TBD |  | 0% |  |
| Migrate production environment content | TBD | TBD |  | 0% |  |
| Complete go live activities | TBD | TBD |  | 0% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
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|  | Reviewed proposals | | Continue gathering requirements on FileNet-integrated business applications |
|  | Interviewed prospective vendors | | Configure FileNet sandbox |
|  | Selected vendor | | Define unit tests for FileNet-integrated business applications |
|  | Obtained director and section manager approvals on Contract Services Request (CSR) package. | | Continue documenting FileNet’s as-is architecture |
|  | Submitted CSR for processing by Contracts team. | |  |
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| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
| What version of FileNet will we upgrade to? |  |  | Open – will decide after consultation with vendor. |

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| IBM will no longer support FileNet past 04/30/2022. We run the risk of having our extended support expire before the upgrade project is completed. Vendor support allows IT to call IBM for help resolving issues and get security patch updates. | High | Moderate | Open – Installing and configuring a sandbox environment before the implementation vendor comes on board will allow us to work concurrently to the RFP process. This may speed up the project. |
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| **Key Issues** | **Impact** | **Priority** | **Status** |
| No key issues to report. |  |  |  |
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