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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:** | | **Yellow = One major risk** | **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 | 11/22/2021 | 100% | Contract fully executed |
| Develop project management plan | 12/16/2021 | 01/25/2022 |  | 15% |  |
| Gather high-level requirements | 10/5/2021 | 11/12/2021 | 11/12/2021 | 100% | Gathered high-level business requirements all twelve applications. |
| Develop work breakdown structure (WBS) | 12/16/2021 | 01/10/2022 |  | 75% |  |
| Develop project schedule | 12/16/2021 | 01/25/2022 |  | 25% |  |
| ~~Install and configure FileNet in sandbox environment~~ | ~~TBD~~ | ~~TBD~~ |  | ~~0%~~ | This task is canceled. |
| ~~Add sample content to FileNet in sandbox~~ | ~~TBD~~ | ~~TBD~~ |  | ~~0%~~ | This task is canceled. |
| 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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|  | Defined unit tests for FileNet-integrated business applications | | Continue WBS and project schedule with vendor |
|  | Conducted kick-off meeting with vendor | |  |
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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. |
| Should we cancel the sandbox environment | Dan Boulger | The purpose of the sandbox was to start testing before a contract could be executed. As it turns out, setting up the sandbox would have taken longer to complete than bringing in a vendor. Therefore, the perceived value in the sandbox was not realized. | Closed |

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| Major risk: 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 – The vendor indicates that the upgrade won’t be completed until after 04/30/2022. Requests for IBM to support our current version of FileNet past 04/30/2022 were denied. Once we finish the schedule baseline, we will know how long we anticipate being without vendor support.  ~~– 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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