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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-147: Upgrade FileNet 5.2.1.6  As of 10/03/2022 | **Project Manager:** Dan Boulger  **Project Sponsor:** Dean Wyley |

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| **Initiative Number:** 147 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** 12/15/2022 | | | **Project Lifecycle:** Execution | |
| **Project Description:** We are currently 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 5.5.8. | | | | | | | | |
| **Scope:** | **GREEN = No issues** | | **Schedule:** | | **RED = Schedule Delays** | **Resources:** | | **GREEN = No issues** |

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| **Milestones** | **Start Date** | **Schedule End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** |
| Project initiation complete | 07/30/2021 | 09/09/2021 | 09/09/2021 | 100% |  |
| Project planning complete | 08/17/2021 | 03/03/2022 | 04/19/2022 | 100% |  |
| Setup New Infrastructure | 01/20/2022 | 03/31/2022 | 04/08/2022 | 100% |  |
| Upgrade development environment complete | 02/04/2022 | ~~04/19/2022~~  ~~07/22/2022~~  09/09/2022 | 09/09/2022 | 100% |  |
| Upgrade test environment complete | 04/20/2022 | ~~07/15/2022~~  ~~08/23/2022~~  09/23/2022 | 09/23/2022 | 100% |  |
| User Acceptance Testing (UAT) | ~~06/08/2022~~  ~~07/23/2022~~  09/23/2022 | ~~07/12/2022~~  ~~08/25/2022~~  10/28/2022 | TBD | 25% |  |
| Upgrade production environment complete | ~~07/18/2022~~  ~~08/26/2022~~  07/25/2022 | ~~09/02/2022~~  11/30/2022 | TBD | 55% |  |
| Project closure complete | ~~09/02/2022~~  12/01/2022 | ~~09/19/2022~~  12/15/2022 | TBD | 0% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
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|  | Test custom applications in dev environment | | Continue user acceptance testing (UAT) |
|  | FileNet prod environment installation and configuration | | Continue planning production deployment |
|  | FileNet test environment installation and configuration | |  |
|  | Test custom applications in test environment | |  |
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| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
| What version of FileNet will we upgrade to? | Dan Boulger | We will upgrade to FileNet version 5.5.8. | Closed |
| 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 |
| Should we get vendor support to cover us during the upgrade period in which we will no longer be on IBM’s extended support? | Jeff Vail | Vendor support contract approved and going through purchase process. | Closed |
| Delays in Initiative-158 (Replace Silverlight) have delayed the completion of milestone “Upgrade development environment complete.” The vendor can work on the test environment before finishing the development environment upgrade. Should they do so? | Dan Boulger | Yes, we can continue work in test while the Initiative-158 blocker remains in place. | Closed |
| We discovered a missing requirement while system testing in our test environment: The software needed to print Lifeline applications can’t be installed on the new FileNet servers. Do we move the custom applications back to the legacy server, or do we look for alternative software? | Dan Boulger | Because finding additional software will significantly delay the project, we will move the custom applications back to the legacy server. We will need to come up with a permanent solution after the upgrade is completed. | Closed |
| Should the Kofax upgrade be added to Initiative-147? | Dan Boulger | Yes. The FileNet upgrade depends on the Kofax upgrade. The Kofax upgrade was part of Initiative-191’s scope. Due to delays in Initiative-191, the Kofax upgrade was delayed – which would have impacted the FileNet upgrade’s schedule. Adding the Kofax upgrade to Initiative-147’s scope will ensure no further scheduling delays in Initiative-147. | Closed |

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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~~  Low | Closed ~~– 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.~~  ~~An approved vendor support contract lowers impact from Moderate to Low.~~  Contract for vendor support has been executed. |
| Scheduling conflicts with Initiative-191 (Sunset IE Support) may delay this project’s milestones, including the scheduled completion date. | Low | High | Closed – The FileNet upgrade depends on the Kofax upgrade. The Kofax upgrade was part of Initiative-191’s scope. Due to delays in Initiative-191, the Kofax upgrade was delayed – which would have impacted the FileNet upgrade’s schedule. Therefore, the Kofax upgrade was added to Initiative-147’s scope. The Kofax upgrade is on pace to complete on the same day as the FileNet upgrade. |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| We discovered a missing requirement while system testing in our test environment: The software needed to print Lifeline applications can’t be installed on the new servers. | High | High | ~~Open – we are applying a workaround: moving the custom applications back to the legacy server where the software is installed~~  Closed – workaround applied. |
| Delays in Initiative-158 (Replace Silverlight) have delayed the completion of milestone “Upgrade development environment complete.” | High | High | Closed - ~~The vendor for Initiative-158 missed a milestone that blocks progress on Initiative-147. The impacts to Initiative-147 “Upgrade development environment complete” milestones are be analyzed. Any updates will be reflected on the May status report.~~  ~~Since the April status report, the date for the initiative-158 blocking milestone has been moved to late May. Once this milestone has been completed, the impact to initiative-147 will be analyzed.~~  The initiative-158 blocking milestone has been completed. The initiative-147 tasks that were blocked by this milestone have resumed.  Due to this delay, the expected completion date for this project has been moved from 09/02/2022 to 10/2022. |
| Technical issues in the application reconfiguration task caused significant delays in the dev environment. | High | High | Closed – the technical issues were eventually resolved. |
| Technical issues in the application reconfiguration task are causing significant delays in the test environment. | High | High | Closed – Escalated concerns to management. |
| We discovered a missing requirement while system testing in our test environment: The software needed to print Lifeline applications can’t be installed on the new FileNet servers.. | Moderate | High | Closed - We moved the custom applications back to the legacy server as a temporary workaround to this issue. |