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 | **Project Status Report** Initiative-183: ITSD PortalAs of 08/20/2021 | **Project Manager:** Elizabeth White**Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 183 | **ETSC Priority:** N/A | **Project Scheduled Completion Date:** 12/31/2021 | **Project Lifecycle:**  Initiation |
| **Project Description:** Re-designing the current IT Service Desk Portal to better align with the changes IT is making to our current intake process flows. |
| **Scope:** | **GREEN = No issues** | **Schedule:** | **GREEN = No issues** | **Resources:** | **GREEN = No issues** |

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| **Milestones** | **Start Date** | **End Date** | **Actual****End Date** | **% Complete** | **Actions/Comments** |
| Initiation |  |  |  |  |  |
| * Project Charter
 | 07/29/2021 | 08/09/2021 | 08/19/2021 | 100% | Approved |
| * Project Kick-Off
 | 08/09/2021 | 08/09/2021 |  | 100% | Sponsor kick-off conducted |
| Planning |  |  |  |  |  |
| * Project Work Plan
 | 08/03/2021 | N/A |  |  | Continuous updates |
| * Analysis
 | 08/10/2021 |  |  |  |  |
| * Functional Requirements
 |  |  |  |  |  |
| * Test Planning
 |  |  |  |  |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** |
| --- | --- | --- |
|  | * Scheduled project kick-off meeting with IT Core Project Team on 8/25/2021.
* Scheduled project kick-off meetings with Customer, Communications & Training stakeholders on 8/26/2021.
 | * Continue planning tasks – finish up analysis, create a project schedule with tasks, and create functional requirements.
* Start requirement sessions with customers.
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| **Key Risks** | **Probability** | **Impact** | **Status** |
|  | High | High | Open |
|  | Realized | Low |  |

[https://confluence.sacsewer.com/display/INIT183/Risk+Log](https://confluence.sacsewer.com/display/INIT183/Risk%2BLog)

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| No Key Issues to Report |  |  |  |