|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-183: ITSD Portal  As 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>

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