|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  |  |

 | **Project Status Report** Initiative-183: ITSD PortalAs of 10/15/2021 | **Project Manager:** Elizabeth White**Project Sponsor:** Jeff Vail |

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiative Number:** 183 | **ETSC Priority:** N/A | **Project Scheduled Completion Date:** 12/31/2021 | **Project Lifecycle:**  Planning |
| **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** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestones** | **Start Date** | **Schedule****End Date** | **Actual****End Date** | **% Complete** | **Actions/Comments** |
| Planning |  |  |  | 83% |  |
| * Project Work Plan
 | 08/03/2021 | N/A |  |  | Continuous updates |
| * Functional Requirements
 | 08/27/2021 | 09/30/2021 | 9/30/2021 | 100% | Completed |
| * High-Level Design
 | 08/30/2021 | 09/30/2021 | 9/28/2021 | 100% | Completed |
| * Test Planning
 | 09/15/2021 | 10/29/2021 |  | 33% | Completed Test Plan |
| Execution |  |  |  |  |  |
| * Sprint Planning & Development
 |  |  |  |  | Will be tracked in Initiative-173 |
| Implementation |  |  |  |  |  |
| * Communication Plan
 | 07/14/2021 | TBD |  | 5% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** |
| --- | --- | --- |
| IT-3674IT-3666,IT-3667IT-3690 | Completed reviews of the high-level portal design with customers, task closed:* CMMS, Dean’s team on 9/16/2021
* Regional San Plant, Srivi’s team on 9/20/2021
* SASD, Luisa’s team on 9/22/2021
* WSCS, Linda Stevens & Rachel Gillis on 9/28/2021
* Public Affairs Office, Paige & David on 9/29/2021

Requirements review scheduled with IT Core Team on 9/30/2021. Obtained approval of functional requirements, tasks closed.Development team recommended combining the portal development with Initiative-173 on 10/12/2021. PM agreed with this approach and will track development on Initiative-173 schedule and report status on Initiative-173.Regular meetings have been established with Public Affairs Office (PAO) to work on the Communication Plan. An outline of the Communication Plan was delivered by PAO on 10/13/2021.Conducted high-level portal design review with project sponsors on 10/15/2021. | * Start development work on the portal (Init-173 Sprint 3).
* Continue refining Communication Plan and start work on materials development.
* Update test scenarios from Initiative-173 to be reused for portal system test.
 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Risks** | **Probability** | **Impact** | **Status** |
|  | High | High | Open |
|  | Realized | Low |  |

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