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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-183: ITSD Portal  As of 12/17/2021 | **Project Manager:** Elizabeth White  **Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 183 | | **ETSC Priority:** N/A | | **Project Scheduled Completion Date:** 01/31/2022 | | | **Project Lifecycle:**  Execution | |
| **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** | **Schedule**  **End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** |
| Planning |  |  |  | 100% |  |
| * Project Work Plan | 08/03/2021 | N/A |  |  | Continuous updates |
| Execution |  |  |  |  |  |
| * Sprint Planning & Development |  |  |  | 90% | Tracked in Initiative-173 |
| * System Test, Portal | 12/20/2021 | 12/30/2021 |  | 0% |  |
| Implementation |  |  |  |  |  |
| * Documentation | 11/29/2021 | 01/31/2021 |  | 60% | In-progress |
| * Communication Plan | 07/14/2021 | Q1 2022 |  | 33% | In-progress |
| * Training | 12/30/2021 | Q1 2022 |  | 0% |  |
| * Implementation Planning | 01/03/2022 | 01/31/2022 |  | 0% |  |

| **IT Task #** | **Completed Tasks This Reporting Period** | **Planned Activities for Next Reporting Period** | |
| --- | --- | --- | --- |
| IT-183-14  IT-183-16  IT-183-17 | Created Project Request SOPs, started 11/29/2021 closed the task 12/8/2021. Created the Project Request checklist.  Created the IT Intranet IT Project Request Process, task closed.  Created the IT Intranet PMLC, task closed. | | * Start system testing * Continue work on communication plan materials development & solidify communication plan delivery dates * Continue work on training tutorials & user guide development & solify training tutorials & guide delivery dates * Start implementation planning |

<https://confluence.sacsewer.com/display/INIT183/Risk+Log>

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| No risks have been identified. | High | High | Open |

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