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| D:\SASD RegionalSan\RS Logo.png | **Project Status Report**  **Regional San Maximo Upgrade & Support**  As of **3/10/2022** | **Project Manager:** Andrea Leigh  **Project Sponsor:** Jeff Vail  **Business Owner:** Dean Wyley |

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| **Initiative Number: 143** | | **ETSC Priority:** N/A | | | **Project Scheduled Completion Date:** 03/28/2022 | | | | | | **Project Lifecycle:**  Execution | |
| **Project Description:**  Information Technology (IT) is overseeing a routine Maximo upgrade for both the Sacramento Regional County Sanitation District (Regional San) and the Sacramento Area Sewer District (SASD).  Initiative-143 is specific to the SASD Maximo upgrade from 7.6.0 to 7.6.1.2 (or the latest patch version at the time of development).  The IBM Maximo Asset Management framework has been in use by both the Sacramento Regional County District (Regional San) and the Sacramento Area Sewer District (SASD) as a web-based Computerized Maintenance Management System (CMMS) to perform enterprise assets management for several years.  Both districts upgraded to the current Maximo 7.6.0 in 2018 (SASD in April and Regional San in July).  IBM has formally announced that support for Maximo 7.6.0 will end in September 2021.  Extended support is possible at a cost, and may need to be applied for and then approved by IBM.  In addition, the IT Patch Standards call for IT to upgrade Maximo every 18-24 months. | | | | | | | | | | | | |
| **Scope:** | **GREEN = No Issues** | | | **Schedule:** | | | **GREEN = No Issues** | | | **Resources:** | | **GREEN = No Issues** |
| **Milestones** | | | **Start Date** | | | **End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** | | | |
| Project Plan/Schedule (Integrated) MPP Revised | | | 12/29/21 | | | 1/03/21 | 1/21/22 | **100%** | 1/14/22: Having just taken over this project 1/10/22 – I will need to review the schedule in more detail and provide an update on this in the next period. The schedule does appear to have all milestones and most tasks accounted for – just not dates assigned to them. | | | |
| Complete DEV Upgrade | | | 11/04/21 | | | **1/07/21** | 2/14/22 | **100%** | 2/25/22**:** All SSO configurations were completed and validated by 2/14.  2/10/22:Due to some tasks related to SSO having to be redone/reconfigured, this is at 93%. The primary focus has been to get TEST configured and ready for UAT to begin. SSO is now working on DEV, but the final configurations need to be wrapped up. This work doesn’t impact moving forward in TEST.  1/28/22: SSO is the only outstanding task on DEV. Interloc is running into some issues getting it to work in our configuration. | | | |
| Complete TEST Upgrade | | | 1/24/22 | | | 2/28/22 | 2/17/22 | **100%** | 2/25/22:All TEST Environment activities were completed by 2/17.  1/28/22:Started the TEST upgrade 1/24/22. | | | |
| Complete UAT Prep | | | 11/18/21 | | | 2/28/22 | 2/28/22 | **100%** | 2/25/22: CMMS is working on setting up necessary business configurations and beginning pre-validations of the environment before UAT begins on Tuesday 3/1. | | | |
| Complete UAT | | | 3/1/22 | | | 3/18/22 |  | 65% | CMMS is conducting UAT workshop sessions with business group users. No major blockers found as of now. Integration testing also underway. | | | |
| Complete Mock Cutover | | | 3/14/22? | | | 3/17/22 |  | 0% | **3/10/22:** Still targeting early next week for the mock cutover. Cutover plan has been drafted and reviewed by the project team and CMMS. Production cutover will be started on **Friday** after normal business hours **(4:30 – 5 pm)**  2/25/22: Dates are tentative based on UAT results | | | |
| Complete PROD Staging (Prep for Production Environment) | | | 2/28/22 | | | 3/20/22 |  | 75% | **3/10/22:** Production server has been set up with WebSphere and other services. Pending DB instance creation to continue configurations and preparations for the mock cutover. | | | |
| Complete PROD Upgrade | | | 3/24/22 | | | 3/28/22 |  | 0% |  | | | |

| **Completed Activities This Reporting Period** | **Planned Activities for Next Reporting Period** |
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| * Finalized UAT Prep work * Continued work on PROD Environment setup/configurations * Integration work completed * UAT began (CMMS workshops with business groups) * Train the trainer documentation by the vendor was completed and uploaded to Confluence – Vu will schedule a meeting with CMMS * Facilitated a Cutover meeting with Dean W. to discuss the cutover weekend options. Thursday was eliminated. Friday 3/25 is the plan. * A draft cutover schedule of tasks was created and presented. | * Continue work on Mock cutover schedule/task planning * Continue work on PROD environment setup/configurations * \*Collaborate with business users regarding cutover weekend plans * Complete the mock cutover * Complete UAT – provide go-no-go decision for Production * Go-live (weekend of 3/25) |
| **Code Freeze – as of Friday – January 28, 2022 EOD** |  |

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| Vendor Technical resource has been in/out with family/personal issues for the past several weeks. He hasn’t been consistently able to complete deliverables on time. | Med | High | **1/28: CLOSED** This has been resolved – our vendor resource was able to complete all but 1 Dev task, and it was decided by our Technical lead that it wasn’t a critical task to be able to move into Test.  1/14: Met with Vendor PM & Technical resource and let them know if all DEV tasks aren’t completed and ready for IT Validation to begin by EOD 1/17/22; we need to have a new dedicated resource for this project. |
| PM Study Instance needed by Regional San for research (Business Need) | High | Low | **1/28: CLOSED** This has been completed. The PM Study instance was overwritten to make space for the Test environment. Regional San submitted an ITSD to have it replaced so they could continue work on their research & planning. IT created a new PM Study instance from Production. CMMS completed the work they needed to do to get the 5-yr study data required. A new instance can now be copied over for RS to use –and IT can share the space for the TEST upgrade. This risk created a 5 day delay to the schedule – and that schedule change was accepted by Regional San CMMS (Thea Durbin) |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| Vendor resource was out ill and was unable to complete tasks on-time. | High | High | **2/25: CLOSED:** Vendor was able to make up time and complete all necessary TEST environment tasks. There is a backup resource available for PROD if necessary.  2/10: Currently behind schedule about 3 business days on tasks. Another day was lost due to an unforeseen medical emergency.  Created schedule compression and created a risk to going beyond 3/31/22. Working through remaining tasks to make up time over weekends. |