

CA-PMM

Project Name: eFAST

OCIO Project #: 8660-080

Department: Administration

Reporting Period: From: 10/1/16 To: 10/31/16

Executive Project Status Report

Total Percent Complete:	24.00%
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Current Status and Accomplishments:

Describe deliverables completed and milestones met during this reporting period.

Deliverables Completed

- The Executive Steering Committee (ESC) decided to continue with the procurement efforts for the TCP subproject as planned.
- The ESC decided on an approach for credit card transactions
- Sprint 2 completed, Sprint 3 started
- Risks associated with vendor access to development servers was resolved

Milestone Met

- Sprint 1 deliverables were accepted
- Sprint 2 deliverables have been accepted or conditionally accepted

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Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Deliverables associated with the milestones have spilled over into subsequent Sprints	Compression of work load could ultimately slip the critical path and use management reserve.	Investigate ways to increase efficiency of the team - including system access, system performance improvement, better document review processes and more trained staff, as necessary.
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			

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6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	It was determined that backups of many eFAST servers are not being made.	Weeks, if not months, of work could be lost if one of these key servers are lost and unrecoverable due to no backups.	Backups must be made of the development servers, then the test servers and finally the production servers. These backups must then be validated, asap.
9. Are there any staffing problems?	Yes	Hiring of new staff does not appear to be proceeding at the pace originally hoped for. Also, training of existing staff is tentatively set for February or later - this may be too late to allow for real-time knowledge transfer.	If the primary resources becomes unavailable to review designs and/or deploy functional deliverables, then the project timeline could be directly affected	There is no backup staff to support SOA development. Training of existing and/or hiring of new staff is necessary to fill this gap.

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Variances

Insert the variance value into the appropriate column for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". The variance must be a numeric value only.

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	0.00%			
Milestones	0.00%			
Deliverables		10.00%		Investigate ways to increase efficiency of the team - including system access, system performance improvement, better document review processes and more trained staff, as necessary.
Resources		10.00%		Lost BA, Technical architect and DBA. Need to hire and train to compensate.
OneTime Cost	0.00%			
Continuing Cost	0.00%			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0	Green
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	Green
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0	Green
	5% to 10%	2		
	>10%	4		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	Green
	5% to 10%	2		
	>10%	4		
5. High-Probability, High-Impact Risks	0 to 3	0	0	Green
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0	Green
	Late with no impact	2		
	Late impacting the critical path	3		

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7. Sponsorship Commitment	Fully engaged	0	0	Green	
	Partially engaged	2			
	Inadequate engagement	4			
8. Strategy Alignment	Strong alignment	0	0	Green	
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	0	Green	
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard) * If this is not applicable to your project, please select a score of "0".	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1	Yellow	Deliverables associated with the milestones have spilled over into subsequent Sprints
	80-90% on time	1			
	<80% on time	2			

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13. Actual vs. Planned Resources	>90% assigned and available	0	2	Yellow	Hiring of new staff does not appear to be proceeding at the pace originally hoped for. Also, training of existing staff is tentatively set for February or later - this may be too late to allow for
	80-90% assigned and available	2			
	<80% assigned and available	4			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			3	G	

Green = 0 - 8
 Yellow = 9 - 19
 Red = 20+

Vendor Viability Rating Rationale

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Compressed workload could lead to critical path slippage - and consumption of management reserve.	All Sprint 3 deliverables will spill over to Sprint 4
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		

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6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	Unless new staff is hired or existing staff is trained, then more design and deployment work could be delayed.	Hire new or training existing staff.