

Project Name: Examination & Certification Online System (ECOS)
OCIO Project #: 7501-001
Department: Department of Human Resources
Reporting Period: From: 7/1/16 To: 9/30/16

Executive Project Status Report

Total Percent Complete:	87.00%
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Current Status and Accomplishments:
Describe deliverables completed and milestones met during this reporting period.

Programmers:

- Phase III.A – Continue coding of bugs and change requests.
- Phase III.B – Complete coding of 2.3 Manage Exam Applications
- Phase III.B – Complete coding of 2.5.1 Administer an Examination (Scheduling)
- Phase III.B – Begin coding of 2.5.2 Administer an Examination (Scoring)

Quality Assurance Team:

- Phase III.A – Test bugs and change requests as they are ready for deployment.
- Phase III.B – Continue to develop tests and refine testing strategy for Phase III.B.
- Phase III.B – Continue testing of Modules 2.1 Create an Examination and 2.2 Create the Examination Bulletin.
- Phase III.B – Continue testing of modules 2.3 Manage Exam Applications.

Business:

- Phase III.A – Continue design requirements for remaining change requests.
- Phase III.B – Complete design requirements for 2.5.2 Administer an Examination (Scoring).
- Phase III.B – Complete design requirements for 2.6 Finalize the Examination.
- Phase III.B – Begin design requirements for 2.7 Create and Send Notices & 2.11 CEA Hiring Process

Training:

- Phase III.A – Continue training and workshops for Departments to master Phase III.A functionality.

User Acceptance Training:

- Phase III.A – Test remaining defects as they are ready for deployment.
- Phase III.B – Began planning efforts

Misc:

- Hired NewProject Manager
- New project manager is in the process of re-evaluating project scope, deliverables, and resources in an effort to assure the greatest accuracy possible with respect to schedule.

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Unexpected complexity in module 2.5 - Exam Scheduling & Scoring	New project manager is currently evaluating the impact to the project	TBD
2. Were any key milestones or deliverables rescheduled?	Yes	Unexpected complexity in module 2.5 - Exam Scheduling & Scoring	New project manager is currently evaluating the impact to the project	TBD

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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			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	Lost senior consultant developer	A few weeks of ramp up time to train the new developer	Filled vacancy

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%	6.00%		TBD - New project manager is re-evaluating the current schedule
Milestones	0.00%	6.00%		TBD - New project manager is re-evaluating the current schedule
Deliverables	0.00%	6.00%		TBD - New project manager is re-evaluating the current schedule
Resources	0.00%			
OneTime Cost	0.00%			

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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	2 Yellow	
	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		
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		

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11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	Yellow
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green
	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

The vendor has been excellent. They are in constant contact and offering up any support that we may need. The staff that has been provided has been superb. New developer added on 9/12/16 is working out very well.

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	TBD - New project manager is re-evaluating the current schedule	TBD - New project manager is re-evaluating the current schedule
2. Do any key milestones or deliverables need to be rescheduled?	Yes	TBD - New project manager is re-evaluating the current schedule	TBD - New project manager is re-evaluating the current schedule

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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		
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?	No		