Monthly Project Status Report

Project Name: Computer Aided Dispatch (CAD) Request for Information (RFI)

Project Phase: Execution and Control

For period:	April 2008
Submitted by:	Christy Smith

EXECUTIVE SUMMARY

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Green	Green	The RFI project completed the planning phase on 28 March, and kicked-off the RFI Execution and Control phase on 31 March. The RFI was issued, and responses were received.
Scope	Green	Green	There has been no change in project scope.
Schedule	Green	Green	The RFI project schedule has been drafted, and a tentative full project schedule has been mapped based on our current progress and anticipated dates for the RFP and implementation projects.
Cost	Green	Green	There has been no variance in cost associated with the project. A cost estimate for ITD project management services has been approved.
Project Risk	Green	Green	The risk management log has been established for the project.

Accomplishments:
- Weekly progress meetings were held each Monday with the Technical Group.
- The RFI was reviewed by Gartner on 4/8/08.
- The RFI was reviewed by the Executive Committee on 4/8/08.
- The RFI was signed-off by the Project Sponsor on 4/9/08.
- The RFI was issued from 4/10/08 – 4/25/08.
- Questions were fielded from vendors from 4/10/08 – 4/25/08.
- RFI responses were analyzed by the Technical Group beginning 4/28/08.
- The RFI analysis report was started on 4/28/08.

Expected Accomplishments for Next Month:
- RFI responses will be analyzed.
- An RFI Analysis Report will be created.
- The RFI Analysis Report will be signed-off.
- Product price ranges will be estimated.
- The ITD cost estimate will be signed-off.
- The implementation budget will be estimated.
- The contingency fund will be determined.
- Total cost to State Radio will be determined.
- Vendor demos will be scheduled as needed.
- Stakeholders will be invited to view any demos conducted.
- Vendor demos will be conducted as needed.
- An RFI project post mortem discussion will be conducted.

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RISK MANAGEMENT

Status Item	Current Status	Prior Status	Summary	
Project Risk	**Green**	**Green**		

Risk Management Log Summary

Risk #	Description	Response Plan	Owner
1	Scope Changes	Create 'ISSUE' and if necessary, issue Impact of Project Change.	ITD Project Manager
Comments:			
2	Cost/Time overruns	Identify problem areas based on Gantt Chart that can possibly be adjusted or issue Impact of Project Change.	ITD Project Manager
Comments:			
3	Department loses Funding	Termination of Project	Sponsor
Comments:			
4	ITD loses key personnel	Project would continue with current staff, with appropriate re-assignments made. Additional staff may need to be transferred or persons hired to replace personnel leaving. If possible, transition training could be done by key person leaving.	ITD Project Manager
Comments:			
5	Department loses key personnel	Project would continue with current staff, with appropriate re-assignments made. Additional staff may need to be transferred or persons hired to replace personnel leaving. If possible, transition training could be done by key person leaving. If this causes a delay in the project, issue an Impact of Project Change.	Department - personnel ITD Project Manager - - Impact of Project Change
Comments:			
6	No responses to the RFI	Conduct additional research and proceed to RFP process.	Technical Group
Comments:			

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Issues Log Summary			
Issue #	**Description**	**Required Action**	**Owner**
Comments:			

SCOPE MANAGEMENT

Status Item	Current Status	Prior Status	Summary
Scope	**Green**	**N/A**	

Change Control Log Summary			
Change #	**Description**	**Action Accept / Reject**	**Action Date**
Comments:			

Deliverable Acceptance Log Summary			
Deliverable #	**Deliverable Name**	**Action Accept / Reject**	**Action Date**
Comments:			

COST MANAGEMENT

Status Item	Current Status	Prior Status	Summary
Budget	**Green**	**N/A**	

Project Budget	Revised Budget (if applicable)	Expenditures to Date	Estimated Cost at Completion
$185,220	N/A	$18,307.80	$54,180

STATUS KEY

Green	Strong probability the project will be delivered on time, within budget, and with acceptable quality. Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .91 or above.
Yellow	Good probability the project will be delivered on time, within budget, and with acceptable quality. Schedule, budget, resource, or scope changes may be needed. Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .81 to .90.
Red	Probable that the project will NOT be delivered with acceptable quality without changes to schedule, budget, resources, and/or scope. Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .80 or below.