Supplier Management
Status Report

Project Name:	Supplier Management Project
Sponsor:	Jody French
Report Type:	Execution
For Period:	February 18, 2020 – March 18, 2020
Project Manager:	Angela O'Leary

EXECUTIVE SUMMARY

Overall Summary		Prior Status	N/A	Current Status	Yellow
Green		The project is within 20% variance of the currently approved baseline for budget and schedule, and is expected to substantially meet all of the business objectives established in the kickoff meeting.			
Yellow		The project has exceeded 20% variance of the currently approved baseline for budget and/or schedule and is expected to substantially meet all of the business objectives established in the kickoff meeting.			
Red		The project is at risk of termination, or at risk of not substantially meeting the business objectives established in the kickoff meeting.			

Overall, the execution of the project sits at 20.3% behind schedule and in the red. There have been production issues that have surfaced causing an impact on resource capacity to work on the project. Currently, there are only two CTS resources that have been working on the project (Jim and Joe). We are closely monitoring the workload to ensure there is time to work on the necessary tasks for the project.

COST MANAGEMENT

Summary		Prior Status	Green	Current Status	Green
Green	Variance to cost is within 10%				
Yellow	Variance to cost equals or exceeds 10%, but is within 20%				
Red	Variance to cost equals or exceeds 20%				

Budget Type	Original Budget	Current Revised Baseline 2020 Q3	Actual Cost to date	% Cost Variance	Over Under	Estimate at Completion
Consulting Work	$112,500.00	$112,500.00	$24,800.00			
Risk (will use CND funds)	$24,800.00	$24,800.00				
Project Budget	**$137,300.00**	**$0**	**$0**	**%0.0**	**On budget**	**$116,000.00**
Management Reserve	$600	$600.00				$0
Total Budget	**$137,900.00**	**$137,900.00**	**$24,800.00**			**$0**

SCHEDULE MANAGEMENT

Summary		Prior Status	Red	Current Status	Red

Green	Variance to schedule is within 10%
Yellow	Variance to schedule equals or exceeds 10%, but is within 20%
Red	Variance to schedule equals or exceeds 20%

With the cancellation of the Alliance conference, this should free up resources to work on the project to get back on track with the tasks that are behind. Below is a status for each project deliverable:

Developing a Guidelines Document of best practices/procedures:

- **CTS Project Team and Advisory Group are wrapping up the Analysis Phase**
    - Advisory Team has submitted use cases and as a team we have vetted through each scenario and came up with a list of inconsistent practices- **100% complete**
    - Have reached out to other entities/agencies in how they add/maintain suppliers in the database – **100% complete**
    - CTS team is currently working through and reviewing the data in the database to come up with a list of inconsistencies (using queries written by the consultant) **40% complete behind schedule**
- **Next Steps by next Status Report**
    - Compile a complete list of inconsistencies
    - CTS team and Advisory Group will go through each of the inconsistencies and come up with best practices/procedures that should be listed in the Guidelines document

Supplier Portal

- **CTS Team continue to work through the Research phase**
    - CTS Project Team has determined the necessary requirements to implement the Supplier Portal – **100% complete**
    - CTS Project Team is currently reviewing configuration documents- **25% complete**
    - CTS Project Team continues to reach out to campuses outside of ND to offer information and demo's of how use the Supplier Portal- **60% complete**
- **Build a Proof of Concept**
    - CTS Team has started to identify tables/pages to add roles and permissions lists- **50% complete**
    - CTS Team have started to determine how to move data within the environments- **20% complete**
    - Configure "out of the box" functionality (workflows, activity guides, etc.) **25% complete**
    - Scheduled a fit/gap session to identify how the new feature fits with the needs of the campuses **100% complete** (Scheduled for April 29th from 1:00-3:00)
- **Next Steps by next Status Report**
    - Complete walk-thru with OMB in Bismarck on how they did their implementation
    - Complete the review of ALL configuration documents

Clean up the current Supplier Database:

- **CTS Team is currently working through to determine what data needs to be cleaned up and how**
  - Update a spreadsheet to track items that have been identified -<mark>25% complete</mark>
  - Review and write queries used from the Jagger Implementation- <mark>100% complete</mark>
- **Next Steps by next Status Report**
  - All items that need to be "cleaned up" have been identified and documented in the spreadsheet
  - Execute clean up tasks in non-production environments (DEV/Q) to determine impacts (plan to have two practice runs)

Project Start Date	Original Baseline End Date	Current Revised End Date 2020 Q3	% Schedule Variance	Ahead Behind	Estimated Completion Date
02/18/2020	06/30/2020	N/A	20.3%	Behind	07/07/2020

SCOPE MANAGEMENT

Summary
No scope changes currently.

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

Deliverable Acceptance Log Summary			
Deliverable #	**Description**	**Action: Accept/Reject**	**Action Date**
Comments: No deliverables completed currently.			

RISK/ISSUE MANAGEMENT

Summary
1 Risk to report: If we continue to be behind schedule, the project end date will move into July 2020. The consultant's contract expires June 30, 2020 and may impact cost to the project if this resource is needed to complete the work for the project.
No issues to report currently.
Risk Management Log Summary

Risk #	Description	Action	Action Date
1	If tasks continue to be behind schedule, cost may impact the project by acquiring additional consulting resources.	Utilize "risk" funds	03/17/2020
Comments:			

Issue Management Log Summary			
Issue #	**Description**	**Action**	**Action Date**
Comments:			