

Supplier Management Status Report

Project Name:	Supplier Management Project
Sponsor:	Jody French
Report Type:	Execution
For Period:	March 19, 2020 – April 15, 2020
Project Manager:	Angela O’Leary

EXECUTIVE SUMMARY

Overall Summary	Prior Status	N/A	Current Status	Green
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.			
<p>Overall, the project has improved since the first status report by 10.9%, therefore the project sits at 9.9% behind schedule and has moved into the green. Both the CTS and Advisory teams have worked cohesively together and made significant strides to get the project to where it is today. We anticipate no roadblocks as the teams continue to work together on all three deliverables: Guidelines document, Cleaning up the current Supplier Database, and implementing the Supplier Portal.</p> <p>Over the course of the next month:</p> <ul style="list-style-type: none"> Advisory group should have a complete list of standardized process/procedures identified and approved and ready to place into a formalized document Configuration and security should be established for the Supplier Portal and Fit Gap session completed. The Advisory group should have testing completed in a non-production environment after cleaning up areas of the current supplier database. <p>Currently, there have been no issues or additional risks reported for the project.</p>				

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%			
<p>Invoices from the consultant to assist with the project has been on target. The last invoice came in slightly above budget, went from \$12,400 to \$15,190. The consultant has logged many hours this past month to get us back on schedule. We do not anticipate the invoices will continue to have an overage as we move into the last quarter of the project.</p>				

Budget Type	Original Budget	Current Revised Baseline 2020 Q4	Actual Cost to date	% Cost Variance	Over Under	Estimate at Completion
Consulting Work	\$112,500.00	\$112,500.00	\$39,990.00			
Risk (will use CND funds)	\$24,800.00	\$24,800.00				
Project Budget	\$137,300.00	\$0	\$0	19.3%	Under budget	\$116,000.00
Management Reserve	\$600.00	\$600.00				
Total Budget	\$137,900.00	\$137,900.00	\$39,990.00			\$89,977.50

SCHEDULE MANAGEMENT

Summary	Prior Status	Green	Current Status	Green
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%			
<p>Below is a condense version of tasks for each deliverable that has been completed, in progress or behind schedule since the last status report:</p> <p><u>Developing a Guidelines Document of best practices/procedures:</u></p> <ul style="list-style-type: none"> • CTS Team and Advisory Group are currently going through and identifying and defining a set of Standardized Processes/Procedures <ul style="list-style-type: none"> ○ Both the CTS and Advisory Group teams have completed 5 sessions (2 hr. blocks) and should be wrapping up those sessions by end of April. 80% complete • Next Steps by next Status Report <ul style="list-style-type: none"> ○ Have a complete list of standardized practices/processes documented. Advisory team will take the document back to their campus and share with colleagues and ask for feedback. <p><u>Supplier Portal</u></p> <ul style="list-style-type: none"> • CTS Team and Advisory Group continue to work through the Research phase <ul style="list-style-type: none"> ○ Completed a walkthrough with OMB in Bismarck. They shared their configuration, lessons learned and some of the modifications they did. We anticipate additional conversations will take place as the CTS team begins configuring the Supplier Portal. 100% complete ○ CTS Project Team is currently reviewing configuration documents- 75% 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- 90% complete ○ NDIT hardware configuration for external users identified- 100% complete 				

- Visit with campuses outside of ND and learn about their setup, lessons learned etc. – **50% complete** (visited with University of Washington and scheduled to visit with Arizona State University April 23, 2020).
- **Build a Proof of Concept**
 - Develop/Review configuration checklist & document for future reference – **50% complete**
 - CTS Team has started to identify tables/pages to add roles and permissions lists- **75% complete**
 - Security Setup- **75% complete**
 - CTS Team has started to determine how to move data within the environments- **50% complete**
 - Configure “out of the box” functionality (workflows, activity guides, etc.) **50% complete**
 - Configure/Setup in DEV environment – **50% complete**
 - Initial Security (based on custom roles/permission lists) for both internal and external users – **25% complete**
- **Next Steps by next Status Report**
 - All research tasks are complete
 - Complete the review of ALL configuration documents
 - Security Setup complete
 - Fit/Gap session completed
 - Begin creating and refining configuration customization inventory items based on fit/gap session

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 **-90% complete**
 - Complete spreadsheet by including the following information (action, # records, impacts, etc.) – **75% complete**
 - Execute clean up tasks in non-production environments (DEV/T/Q) to determine impacts (plan to have two practice runs – **50% complete**)
 - Deploy clean up tasks to the Test Environment for internal testing and develop test scripts – **0% complete**
- **Next Steps by next Status Report**
 - All items that need to be “cleaned up” have been identified and documented in the spreadsheet
 - Advisory Group begins testing the areas that have been cleaned up in the “Test Environment” and collect sign off.

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	9.9%	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			
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:			