

## Supplier Management Status Report

<b>Project Name:</b>	Supplier Management Project
<b>Sponsor:</b>	Jody French
<b>Report Type:</b>	Execution
<b>For Period:</b>	April 16, 2020 – May 20, 2020
<b>Project Manager:</b>	Angela O’Leary

### EXECUTIVE SUMMARY

Overall Summary	Prior Status	N/A	Current Status	Green
<b>Green</b>	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.			
<b>Yellow</b>	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.			
<b>Red</b>	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 continues to stay on track and sits at 8.8% behind schedule and 16.8% under budget. We do anticipate the project to extend out an additional month. Therefore, we are working to extend the consultant’s contract to July 31, 2020.</p> <p>The CTS team needs the additional month of July to complete the customization work needed for the supplier portal, allow for user acceptance testing and migrate through all the environments. We also want the consultant available for after go-live to provide support if needed and to use that time for knowledge transfer. The sponsor’s priority of this project is quality, therefore extra time is needed to complete the work for the supplier portal deliverable.</p> <p>Below are the tasks that are scheduled over the course of the next month:</p> <ul style="list-style-type: none"> <li>• <b>Guidelines Document:</b> <ul style="list-style-type: none"> <li>○ First draft is underway, with an expectation to be completed and presented to the Controllers group mid-June.</li> </ul> </li> <li>• <b>Clean up of the Supplier Database:</b> <ul style="list-style-type: none"> <li>○ Advisory Group is currently testing all changes in the TEST environment and if everything goes well and CTS has a green light to move the changes to Q, this will be scheduled for first part of June for additional user acceptance testing by the Advisory Group.</li> </ul> </li> <li>• <b>Supplier Portal:</b> <ul style="list-style-type: none"> <li>○ Development of customization and modification work of the new supplier registration is underway and should be ready for internal testing early part of June.</li> <li>○ CTS will begin developing test scripts for when the Advisory Group will conduct their user acceptance testing (UAT). Scheduled for later part of June.</li> </ul> </li> </ul>				

## COST MANAGEMENT

<b>Summary</b>		<b>Prior Status</b>	<b>Green</b>	<b>Current Status</b>	<b>Green</b>	
<b>Green</b>	Variance to cost is within 10%					
<b>Yellow</b>	Variance to cost equals or exceeds 10%, but is within 20%					
<b>Red</b>	Variance to cost equals or exceeds 20%					
<p>Invoices from the consultant to assist with the project has been on target. The last month's invoices fluctuated because of additional billable business days in a semi-monthly billing cycle. With the extension of the project moving out to July 31, 2020, the project will utilize some of the contingency funds.</p> <p>May 1-15<sup>th</sup> invoice has not been received by the consulting firm; therefore, those numbers are not reflected in this status report at this time.</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	\$67,580.00			
Travel	\$3,000.00	\$3,000.00				
Risk Contingency (will use CND funds)	\$50,000.00	\$50,000.00				
<b>Project Budget</b>	<b>\$165,500.00</b>	<b>\$165,500.00</b>	<b>\$67,580.00</b>	<b>16.8%</b>	<b>Under budget</b>	<b>\$116,000.00</b>
Management Reserve	\$600.00	\$600.00				
<b>Total Budget</b>	<b>\$166,100.00</b>	<b>\$166,100.00</b>				<b>\$92,779.32</b>

## SCHEDULE MANAGEMENT

<b>Summary</b>		<b>Prior Status</b>	<b>Green</b>	<b>Current Status</b>	<b>Green</b>
<b>Green</b>	Variance to schedule is within 10%				
<b>Yellow</b>	Variance to schedule equals or exceeds 10%, but is within 20%				
<b>Red</b>	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><b><u>Developing a Guidelines Document of best practices/procedures:</u></b></p> <ul style="list-style-type: none"> <li>• <b>CTS Team and Advisory Group have completed all the tasks with identifying and defining a set of Standardized Processes/Procedures</b> <ul style="list-style-type: none"> <li>○ Advisory Group shared the decision-making document with their peers/stakeholders on campus to ensure the decisions made are well communicated. <b>100% complete</b></li> </ul> </li> </ul>					

- Advisory Group defined the layout and content that will go into the guidelines document **100% complete**
- **Next Steps by next Status Report**
  - Next steps, the guidelines document is in the draft stages and scheduled to be completed by June 8, 2020 for review and approval
  - A draft of the Guidelines document should be complete and ready for the Controllers group to review.

**Supplier Portal**

- **Build a Proof of Concept**
  - Develop/Review configuration checklist & document for future reference **100% complete**
  - CTS Team has started to identify tables/pages to add roles and permissions lists **100% complete**
  - Security Setup **80% complete**
  - CTS Team has started to determine how to move data within the environments **100% complete**
  - Configure “out of the box” functionality (workflows, activity guides, etc.) **95% complete**
  - Configure/Setup in DEV environment **95% complete**
  - Initial Security (based on custom roles/permission lists) for both internal and external users – **95% complete**
  - Customization work in the DEV environment **25% complete**
  - Define requirements for each customization **50% complete**
- **Next Steps by next Status Report**
  - Security Setup complete
  - Configuration work completed

**Clean up the current Supplier Database:**

- **CTS Team is currently working through the test results from the Advisory Group and plan to migrate the changes to the next environment.**
  - Update a spreadsheet to track items that have been identified **100% complete**
  - Complete spreadsheet by including the following information (action, # records, impacts, etc.) **100% complete**
  - Execute clean up tasks in non-production environments (DEV/T) to determine impacts (plan to have two practice runs **100% complete**)
  - User Acceptance Testing in TEST environment **80% complete**
- **Next Steps by next Status Report**
  - Advisory Group begins testing the Q environment (last non-prd environment) before changes hit the Production environment

Project Start Date	Original Baseline End Date	Current Revised End Date 2020 Q4	% Schedule Variance	Ahead Behind	Estimated Completion Date
02/18/2020	06/30/2020	07/31/2020	8.8%	Behind	08/10/2020

## SCOPE MANAGEMENT

<b>Summary</b>			
No scope changes currently.			
<b>Change Control Log Summary</b>			
Change #	Description	Action: Accept/Reject	Action Date
<b>Comments:</b>			
<b>Deliverable Acceptance Log Summary</b>			
Deliverable #	Description	Action: Accept/Reject	Action Date
<b>Comments:</b>			
No deliverables completed currently.			

## RISK/ISSUE MANAGEMENT

<b>Summary</b>			
No issues to report currently. Logged two risks.			
<b>Risk Management Log Summary</b>			
Risk #	Description	Action	Action Date
1	Resource constraints to continue to work on the project, if they are pulled away to do work for the BND. BND needs the ACH format changed. Joe mentioned this would be a significant undertaking especially if they need it before fall. If they don't need it until the end of year, we should be okay with resources	Joe is going to follow up with NDIT to see if they would be willing to take the lead on this change.  Joe's email response: Just had a call with OTC, OMB and BND, and we're thinking we may not need to do anything—if campuses need to submit a tax payment, they can use the TAP system and submit it online	05/07/2020
2	Advisory Group member raised a potential risk as Year End approaches and resources may be limited to do some final testing tasks.	Monitor the schedule closely and utilize additional CTS FIN BA's if needed to do some testing	05/12/2020

**Comments:**

Risk #1 is closed. Risk #2 has a status of potential

**Issue Management Log Summary**

Issue #	Description	Action	Action Date

**Comments:**