

Supplier Management Status Report

Project Name:	Supplier Management Project
Sponsor:	Jody French
Report Type:	Execution
For Period:	May 21, 2020 – June 16, 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 continues to stay on track and sits at 9.1% behind schedule and 10.7% under budget. Both the Advisory Group and CTS teams continue to make progress with the project. The first deliverable “Guidelines document” is on schedule and ready to be reviewed by the Controllers group this month, June 17th. The document will be published to the Finance User Group Teams site and in the AP FIN WorkCenter.</p> <p><u>Below are the tasks scheduled for next month:</u></p> <ul style="list-style-type: none"> • Guidelines Document: <ul style="list-style-type: none"> ○ Approval of the Guidelines document ○ Publish to the FIN User Group Teams channel and AP FIN WorkCenter • Clean up of the Supplier Database: <ul style="list-style-type: none"> ○ Advisory Group completes testing in HEFQ environment and provide green light to move the initial script to the HEFP environment. <ul style="list-style-type: none"> ▪ Initial script changes include adding primary and SUA locations to suppliers ▪ Government Source changes ○ Final script changes (inactivate suppliers) in HEFP is scheduled for last weekend in July. The FAMIS application is asking for two weeks so they can clean up data on their side, as the changes will impact that application. The project team is working closely with the CTS FAMIS team and campus end users. • Supplier Portal: <ul style="list-style-type: none"> ○ Advisory Group is scheduled to test New and Existing Supplier Registration in the HEFT/HEFQ (Test/Q) environments. 				

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>From a budget perspective, we continue to see a delay in receiving invoices from Sierra-Cedar for Jim's (consultant) work, therefore it impacts the project report slightly. Nothing too concerning knowing I am capable of tracking his work in the TeamDynamix application. Overall, there have been no additional costs for the project, and we continue to stay on track with the baseline budget. No travel has been requested or needed at this time.</p> <p>June 1-15th invoice has not been received by the consulting firm; therefore, those numbers are not reflected in this status report.</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	\$104,160.00			
Travel	\$3,000.00	\$3,000.00				
Risk Contingency (will use CND funds)	\$50,000.00	\$50,000.00				
Project Budget	\$165,500.00	\$165,500.00	\$104,160.00	10.7%	Under budget	\$128,428.57
Management Reserve	\$600.00	\$600.00				
Total Budget	\$166,100.00	\$166,100.00				\$128,428.57

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>Developing a Guidelines Document of best practices/procedures:</p> <ul style="list-style-type: none"> • CTS Team and Advisory Group have completed all the tasks with identifying and defining a set of Standardized Processes/Procedures 					

- Guidelines document- draft **100% complete**
- Shared with the Controllers group- **100% complete**
- Scheduled to share with Controllers at June's monthly mtg. June 17, 2020

- **Next Steps by next Status Report**

- Publish to Finance User Group site and AP FIN Work Center

Supplier Portal

- **Build a Proof of Concept**

- Proof of Concept tasks- **100% complete**

- **Customization Work**

- Customization of new registration- **95% complete**
- Make changes to customizations based on feedback from testing- **90% complete**

- **Next Steps by next Status Report**

- Customization work completed and testing to begin
- Test scripts developed for UAT (User Acceptance Testing)
- Mtg. scheduled with Advisory Group to review test scripts and expectations, etc.
- 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.**

- Initial script deployed to HEFP (Production) environment
 - Add Primary and SUA locations to suppliers
 - Government Source changes

- **Next Steps by next Status Report**

- Prepare Final script to HEFP (Production) environment
 - Inactivate locations

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	9.1%	Behind	08/12/2020

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
1	Guidelines document	Pending	06/16/2020
Comments: Guidelines document is currently under review by the Controller's group via their regular monthly meeting.			

RISK/ISSUE MANAGEMENT

Summary			
Risk Management Log Summary			
Risk #	Description	Action	Action Date
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 #2 has a status of potential			
Issue Management Log Summary			
Issue #	Description	Action	Action Date
Comments: Did not enter all 21 issues as they relate to the testing of the Supplier Portal. 19 of the 21 issues have been resolved. The consultant continues to monitor and update the issues log as testing continues for the Supplier Portal deliverable in the Project Control Register.			