

## 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>	June 17, 2020 – July 15, 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>This past month the CTS team continues to work hard on the Supplier Portal deliverable. Because of the customization work for both the New Registration and Change Request pieces, it has taken a bit longer than expected. There have been issues reported as a result from internal CTS testing.</p> <p>Therefore, the CTS team requested and has been approved to extend the consultant’s contract through the end of August, 2020. This will allow time to address the Supplier Portal issues and provide support after go-live.</p> <p>Adding an additional one-month extension to the project impacts the schedule slightly and will exhaust the remaining risk contingency funds set aside for the project.</p> <p>Another key task has begun and that is Knowledge transfer between the consultant and CTS programmers. Performing knowledge transfer will provide benefits in supporting the supplier portal in an operational aspect once the project is completed and we no longer have the services of the consultant. It is critical the work the consultant is doing (develop and customizing code) the CTS programmers need to understand so they can successfully support the system.</p> <p><u>Below are the tasks scheduled for next month:</u></p> <ul style="list-style-type: none"> <li>• <b>Clean up of the Supplier Database:</b> <ul style="list-style-type: none"> <li>○ Final script changes (inactivate suppliers) in HEFP is scheduled for July 31-August 1. The FAMIS application is asking for some time to allow for cleanup of 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. The FAMIS team continues testing the changes in a non-production environment.</li> </ul> </li> <li>• <b>Supplier Portal:</b> <ul style="list-style-type: none"> <li>○ Advisory Group is scheduled to test New and Existing Supplier Registration in the HEFT/HEFQ (Test/Q) environments. CTS has asked they also do some preliminary testing in the HEFD prior to moving in the other non-production environments.</li> </ul> </li> </ul>				

- Migrate both the New Registration and Change Request objects to Production (HEFP)

## 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>Received approval to extend the project through the end of August 2020. The extension will impact both schedule and cost. The additional month will cost an estimate, \$26,040.00 and plan to use the remaining risk contingency funds.</p>						
Budget Type	Original Budget	Current Revised Baseline 2021 Q1	Actual Cost to date	% Cost Variance	Over Under	Estimate at Completion
Consulting Work	\$112,500.00	\$112,500.00	\$120,059.00			
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>\$120,059.00</b>	<b>8.2%</b>	<b>Under budget</b>	<b>\$131,966.42</b>
Management Reserve	\$600.00	\$600.00				
<b>Total Budget</b>	<b>\$166,100.00</b>	<b>\$166,100.00</b>				<b>\$131,966.42</b>

## 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><b>Developing a Guidelines Document of best practices/procedures:</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>○ Guidelines document- has been published to the AP FIN work center site and to the FIN Teams site.</li> </ul> </li> </ul>					

## Supplier Portal

- **Customization Work**

- Customization of new registration- 100% complete
- Make changes to customizations based on feedback from testing- 100% complete
- Test scripts developed for UAT (User Acceptance Testing)- 100% complete
- Mtg. scheduled with Advisory Group to review test scripts and expectations; etc.- 100% complete
- Customization of change request- 33% complete

- **Next Steps by next Status Report**

- Testing of new registration underway in the following environments: HEFT and HEFQ
- Completion of the Change Request
- Testing of the change request underway in the following environments: HEFT and HEFQ

### Clean up the current Supplier Database:

- Initial script deployed to HEFP (Production) environment – 100% complete
  - 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 2021 Q1	% Schedule Variance	Ahead Behind	Estimated Completion Date
02/18/2020	06/30/2020	07/31/2020	9.3%	Behind	08/14/2020

## 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- published	Accepted	07/02/2020

2	Cleanup of Supplier Database	Pending	07/02/2020
3	Supplier Portal Go live	Pending	07/02/2020
<b>Comments:</b> <u>For Cleanup of Supplier Database:</u> <ul style="list-style-type: none"> <li>• First initial script moved to HEFP- created a PRIMARY and SUA location for each supplier along with Governance source info.</li> <li>• The final script is scheduled to run in HEFP July 31-Aug 1 and that will inactivate suppliers with incomplete addresses and inactivate locations that are NOT PRIMARY and SUA.</li> </ul>			

## RISK/ISSUE MANAGEMENT

<b>Summary</b>			
<b>Risk Management Log Summary</b>			
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
<b>Comments:</b> Risk #2 has a status of potential			
<b>Issue Management Log Summary</b>			
Issue #	Description	Action	Action Date
<b>Comments:</b> Update- there have been 86 issues reported as a result in testing the Supplier Portal. Below is a list of issues grouped by status: 55- Closed/resolved 15- Pending/awaiting Add'l info 13- Open (4 are listed as high priority)			