Supplier Management
Status Report

Project Name:	Supplier Management Project
Sponsor:	Jody French
Report Type:	Execution
For Period:	July 15- August 17, 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.			

Per the project schedule, this will be the last status report. A final Post Implementation Report will be written up at the close of this project, scheduled to be completed at the end of this month.

The Project team is in the home stretch to deliver the Supplier Portal, specifically the New Registration portion. The New Registration allows new suppliers to create an account in the portal and register their business. If the supplier needs to change any of their information, this is called a change request. The team still has a few issues to resolve with this second piece of the deliverable, and not certain it will be part of the "go-live" at the end of this month.

The Supplier Clean up final script ran at the end of July with only one issue reported and resolved quickly. This deliverable is completed.

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%			

As of August 17, 2020, the project sits at 5.5% under budget and using the risk contingency funds to pay the consulting invoices. There are two invoices remaining to pay out:

August 1-15 – estimated to be $12,400.00

August 16-31 – estimated to be $13,640.00

If both invoices come in with the estimated cost, the project will be slightly over budget by 2.1% with a total cost of $174,840.00.

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	$148,800.00			
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**	**$148,800.00**	**5.5%**	**Under budget**	**$174,840.00**
Management Reserve	$600.00	$600.00				
Total Budget	**$166,100.00**	**$166,100.00**				**$174,840.00**

SCHEDULE MANAGEMENT

Summary		Prior Status	Green	Current Status	Yellow
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%				

Below is a condense version of tasks for each deliverable that has been completed, in progress or behind schedule since the last status report:

- **Supplier Portal:**
    - Advisory Group is scheduled to test New and Existing Supplier Registration in the HEFQ (Q) environment.
- Migrate both the New Registration and Change Request objects to Production (HEFP)

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	11.2%	Behind	09/03/2020

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	Accepted	08/01/2020
3	Supplier Portal Go live – AG Testing in HEFQ	Pending	08/19/2020
Comments:			

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.	Risk is no longer valid, scheduled to go-live on Monday, August 24th with the New Registration portion of the portal.	08/19/2020
Comments: Risk #2 has a status of potential			

Issue Management Log Summary			
Issue #	**Description**	**Action**	**Action Date**
Comments: Update- there have been 208 issues reported as a result in testing the Supplier Portal. Below is a list of issues grouped by status: 140- Closed/resolved 38- Pending/awaiting Add'l info 30- Open (2 are listed as high priority) the other issues are a 2/3 which can be addressed after go-live. The two high priority issues that remain open are related to the change request portion of the portal. *If an issue was related to the New Registration and Change Request, two separate issues would be logged.			