

Initiation and Planning Project Status Report

Project Name: SOV Voice over Internet Protocol
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Report Date: 2/2/2015
Report Period: 12/15/2014 – 1/30/2015

Project Summary Status: **GREEN**

Status Indicators: Green for **OK**, Yellow for **Issues under control** and Red for **In Jeopardy**.

Initiating High Level Deliverables:

Deliverable	Status	Complete
IT ABC Form (Business Case & Cost Model Analysis)	Conditionally Approved	10/7/2014
	Scope change: Updates completed on conditionally approved IT ABC	12/12/2014
Project Charter	In Progress	Est. 2/28/2015
RFP	Published	12/20/14
RFP Q&A	Published	2/4/2015
Contract	Not Started	Est. 6/30/2015

Overview:

The State seeks to systematically transition State government locations currently using Centrex/ISDN/Fax lines for voice services to an IP Telephony solution, utilizing existing data circuits. After lengthy discussions about the scope of this project, we have decided to move away from a Unified Communications approach to a focused Voice over Internet Protocol (VoIP) solution. By doing this, we are increasing the potential for project success, i.e. creating an IT infrastructure that will support any future State Unified Communications needs.

The DII members of the project team are finalizing the draft Project Charter. The Project Managers will be seeking two or three representatives from other Agencies and Departments to complete the project team. A project schedule is drafted and it has become clear that competing priorities may impact the project schedule. The business lead and project managers are working on identifying alternative approaches to other priorities and this project to allow for an aggressive procurement timeline.

Current Period's Accomplishments:

- Published RFP.
 - Updated IT ABC with modified scope.
 - Responded to 246 questions submitted.
 - Created in scope, out of scope, and project deliverable items in the project Charter.
 - Developed a scoring matrix.
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Next Period's Planned Accomplishments: (2/2/2015 – 2/28/2015)

- Complete development of and receive approval on the Project Charter.
 - Train proposal evaluation team on evaluation tools and process.
 - Begin initial proposal evaluations (proposals are due 2/24/2015).
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