

Initiation and Planning Project Status Report

Project Name: SOV Unified Communications
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Report Date: 12/14/2014
Report Period: 11/15/2014 -12/15/2014

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	ETA Complete
IT ABC Form (Business Case & Cost Model Analysis)	Conditionally Approved Scope change: Updates needed to IT ABC	10/7/2014- <i>Completed</i> 12/10/2014- <i>Needs to be signed</i>
Project Charter	In Progress	12/23/2014
RFP	Final Draft	12/19/2014

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 working on 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:

- Distributed RFP for project team and key stakeholder review and received feedback.
 - Established plan with third party vendor for RFP review prior to publication.
 - Created in scope, out of scope, and project deliverable items in the draft project Charter.
 - Developed a scoring matrix.
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Next Period's Planned Accomplishments: (12/15/2014 – 12/23/2014)

- Publish RFP.
 - Develop risk matrix.
 - Complete development of and receive approval on the Project Charter.
 - Prepare final version of RFP for CIO approval.
 - Receive approval on project schedule through Planning-Procurement- RFP Proposal Due date.
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