

Initiation and Planning Project Status Report

Project Name: SOV Unified Communications
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Report Date: 10/21/2014
Report Period: 10/6/2014 -10/18/2014

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)	Approved	10/7/2014
Project Charter	In Progress	10/31/2014

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. In addition, the State is searching for a Unified Communications solution that will consolidate multiple vendor communication products onto one viable platform.

The DII members of the project team have been identified and the first meeting has been scheduled for Tuesday, October 28, 2014. The Project Managers will be seeking two or three representatives from other Agencies and Departments to complete the project team. Several emails have been distributed to announce the project's conditional approval and the upcoming release of an RFP. While a full risk matrix has not yet been developed, there are several deadlines this project must meet, including having services available when the AHS staff moves back into the Waterbury Complex in December 2015. A draft project schedule is in progress 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:

- Identified DII project team members, key stakeholders and contacts for additional stakeholders from each Agency and Department
 - Scheduled first project team meeting
 - Sent initial project emails to project team, key stakeholders and stakeholders
 - Completed first draft of project website content
 - Completed first draft of project scope statement
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Next Period's Planned Accomplishments: (10/19/2014 – 11/1/2014)

- Approved scope statement
 - Approved web content for project website (DUE OCT 23)
 - Approved Gate 0 Checklist
 - Draft Project Schedule through the Planning – Procurement phase.
 - Draft RFP for project team and key stakeholder review
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