



Quarterly Project Planning Report

Project Name: Computer Aided Dispatch (CAD) Request for Information (RFI)

Project Phase: Planning

For period:	First Quarter 2008
Submitted by:	Christy Smith

EXECUTIVE SUMMARY

Status Item	Current Status	Prior Status	Summary
Overall Project Planning Status	Green	Green	The RFI project completed the planning phase on 28 March, and kicked-off the RFI Execution and Control phase on 31 March.
Accomplishments:			
<ul style="list-style-type: none"> • Weekly project planning meetings were held with the Project Sponsor and the Technical Group. • The Business Case for the entire project was approved on 2/15. • The RFI Charter was signed-off on 2/29/08. • The Gartner Research Call was conducted on 3/17/08. • The RFI Project Plan was signed-off on 3/28/08. • The RFI core requirements and technical questions were drafted and reviewed by stakeholders by 3/28/08. • A follow-up Gartner Research Call was conducted on 3/31/08, to gain additional information about GIS and Records Manager components of CAD systems. • A vendor list was signed-off on 3/31/08. • The RFI core requirements and technical questions were finalized by the Technical Group on 3/31/08 • The RFI was approved for Executive Committee review on 3/31/08. 			
Expected Accomplishments for Next Quarter:			
<ul style="list-style-type: none"> • The RFI will be finalized. • The RFI will be issued. • RFI responses will be analyzed. • An RFI Analysis Report will be created. • The RFI Analysis Report will be signed-off. • Product price ranges will be estimated. • The ITD cost estimate will be signed-off. • The implementation budget will be estimated. • The contingency fund will be determined. • Total cost to State Radio will be determined. • Vendor demos will be scheduled as needed. • Stakeholders will be invited to view any demos conducted. • Vendor demos will be conducted as needed. • An RFI project post mortem discussion will be conducted. 			
Additional Comments:			



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SCHEDULE

Project Planning Start Date	Estimated Project Execution Start Date	Estimated Project Completion Date
03 January 2008	31 March 2008	23 May 2008
Comments:		

COST

Project Spending Authorized	Estimated Budget	Expenditures to Date
\$185,220	\$54,180	\$16,008.30
Comments: The Estimated Budget amount (\$54,180) reflects the RFI portion of the original authorized cost estimate for ITD project management services (\$185,220).		