Monthly Project Status Report

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

Project Phase: Execution and Control (RFI) and Planning (RFP)

For period:	May 2008
Submitted by:	Christy Smith / Justin Data

EXECUTIVE SUMMARY

Status Item	Current Status	Prior Status	Summary
Overall Project Status	Green	Green	The RFI project continued the Execution and Control phase in May. The RFI was issued, and ten responses were received. The Technical Group reviewed and analyzed the RFI responses. The RFP project was initiated, and entered the Planning phase in May.
Scope	Green	Green	There has been no change in project scope.
Schedule	Green	Green	The RFI project schedule is in place, and a full project schedule has been mapped based on our current progress and anticipated dates for the RFP and implementation projects.
Cost	Green	Green	There has been no variance in cost associated with the project. A cost estimate for ITD project management services has been approved.
Project Risk	Green	Green	The risk management log has been established for the project.

Accomplishments:
- Weekly progress meetings were held each Monday with the Technical Group.
- RFI responses were analyzed by the Technical Group through 5/31/08.
- The RFI analysis report was in progress through 5/31/08.
- Product price ranges were estimated.
- The CAD RFP Charter was signed off.
- The CAD RFP Project Plan was drafted.

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Expected Accomplishments for Next Month:
- Analysis of RFI responses will be complete.
- An RFI Analysis Report will be complete.
- The RFI Analysis Report will be signed-off.
- 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.
- Stakeholders will be invited to an RFI Response Summary Presentation.
- An RFI project post mortem discussion will be conducted.
- The CAD RFP Project Plan will be signed-off.
- The CAD RFP Project Implementation will be kicked-off.

RISK MANAGEMENT

Status Item	Current Status	Prior Status	Summary
Project Risk	**Green**	**Green**	

Risk Management Log Summary			
Risk #	**Description**	**Response Plan**	**Owner**
1	Scope Changes	Create 'ISSUE' and if necessary, issue Impact of Project Change.	ITD Project Manager
Comments:			
2	Cost/Time overruns	Identify problem areas based on Gantt Chart that can possibly be adjusted or issue Impact of Project Change.	ITD Project Manager
Comments:			
3	Department loses Funding	Termination of Project	Sponsor
Comments:			
4	ITD loses key personnel	Project would continue with current staff, with appropriate re-assignments made. Additional staff may need to be transferred or persons hired to replace personnel leaving. If possible, transition training could be done by key person leaving.	ITD Project Manager
Comments:			

5	Department loses key personnel	Project would continue with current staff, with appropriate re-assignments made. Additional staff may need to be transferred or persons hired to replace personnel leaving. If possible, transition training could be done by key person leaving. If this causes a delay in the project, issue an Impact of Project Change.	Department - personnel ITD Project Manager - - Impact of Project Change
Comments:			
6	No responses to the RFI	Conduct additional research and proceed to RFP process.	Technical Group
Comments:			

Issues Log Summary

Issue #	Description	Required Action	Owner
Comments:			

SCOPE MANAGEMENT

Status Item	Current Status	Prior Status	Summary
Scope	**Green**	**N/A**	

Change Control Log Summary

Change #	Description	Action Accept / Reject	Action Date
Comments:			

Deliverable Acceptance Log Summary

Deliverable #	Deliverable Name	Action Accept / Reject	Action Date
Comments:			

COST MANAGEMENT

Status Item	Current Status	Prior Status	Summary
Budget	**Green**	**N/A**	

Project Budget	Revised Budget (if applicable)	Expenditures to Date	Estimated Cost at Completion
$185,220	N/A	$18,307.80	$54,180

STATUS KEY

Green	Strong probability the project will be delivered on time, within budget, and with acceptable quality.
	Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .91 or above.
Yellow	Good probability the project will be delivered on time, within budget, and with acceptable quality. Schedule, budget, resource, or scope changes may be needed.
	Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .81 to .90.
Red	Probable that the project will NOT be delivered with acceptable quality without changes to schedule, budget, resources, and/or scope.
	Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .80 or below.