ITG 41 Project Update

Kate Kruller, Project Manager

September 7, 2012

ITG 41 Project Name

Originally:

Remove CLJ Archiving
and Purge Certain Records

Now:

CLJ Revised Computer Records
Retention and Destruction Process

ITG 41 Project Background

- Project initiated in August 2011
- The project encountered significant resource constraints due to higher priority projects, extended staff absences, and other reasons
- New Project Manager assigned in June
- Project is developing a charter and a detailed project plan

ITG 41 Project High Level Plan

- ✓ May - Formed Steering Committee
- ✓ June - Initial Functional Requirements Review
- ✓ July – Review outcomes:
  - Workarounds and complex business processes need more detailed requirements gathering
  - Two-month extension on the schedule

ITG 41 Project Steering Committee

- Judge James Heller – Pierce County District
- Judge Steven Rosen – Seattle Municipal
- Judge Glenn Phillips – Kent Municipal
- Aimee Vance – Kirkland Municipal
- Lynne Campeau – Issaquah Municipal
- Cathy Pashon – Sumner Municipal

ITG 41 Project

Nothing to Report

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure

Significant Risks Status

Risk	Severity/Impact	Mitigation

ITG 41 Project

Nothing to Report

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed

Significant Issues Status

Issue	Category	Action

ITG 41 Project
Active Project Issues

Nothing to Report

Issue	Category	Action

Next Steps

- August/September – Develop Project Charter to establish agreement on how to proceed
- September – Steering Committee Charter Review
- October – Steering Committee Project Charter approval and Detailed Functional Requirements Review