WEEKLY ISD PROJECT REPORT

Initiative: ITG 009: Add Accounting Information to the Data Warehouse

JIS Operational Plan: Initiation

Reporting Period Aug 1st – Aug 31st, 2011

Project Sponsor(s): **Rich Johnson (DMSC Chair)**	**IT Project Manager:** **Wendy Loewen**
Business Area Manager: **Jennifer Creighton**	**Consultant/Contracting Firm:** N/A

Description: This project is a result of the approval and prioritization of IT Governance request 009 (ITG 09). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created.

Business Benefit:

These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

Business Drivers (place x in box)				
	Improve Decision Making ☒	Improve Information Access ☒	Improve Service or efficiency ☒	Manage Risks ☒
	Maintain the business ☒	Manage the costs ☒	Increase organizational capability ☒	Regulatory compliance or mandate ☐

JISC Approved Budget	**Allocated** (Don't fill in)	**Actual** (Don't fill in)
	$	

Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	**Scope**	●	**Schedule**	●	**Budget**	●

Progress : (bar is table cells, red is border to update)

Sept 2011 – 08%

100%

Phase (what phase is project currently in	☒ Initiate	☐ Planning	☐ Execute	☐ Close

Schedule		
	Planned Start Date: Aug 2011	**Planned Completion Date:** Jan 2013
	Actual Start Date: Aug 2011	**Estimated Actual Completion Date:**

Activities Completed	Impact/Value
✓ Complete Draft Charter	✓ Provides a roadmap for the Project, approval for costs, scope, schedule, resources. It provides a guide to manage issues, risks, and project constraints. It is the approval to begin project work after the feasibility and initiation work to complete the charter is finished.
✓ Complete High Level WBS	✓ Defines deliverables from a high level perspective

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✓ Set up SharePoint team Site	✓ Collaboration site used to share information with team members
✓ Define Project Team	✓ Determines roles/responsibilities for resources on the project
✓ Organize Kick-Off	✓ Team meets to get an introduction to the project
✓ First Status Report Submitted to PMO	✓ Provides information about project status and health of project budget, resources and schedule
Activities Planned	**Impact/Value**
✓ Complete Final Charter	✓ Obtain Required Reviews and Signatures
✓ Hold Kick Off Project Team Meeting	✓ Team meets to get an introduction to the project, the work, and each other
✓ Move into planning phase	✓ Begin detailed work plan efforts

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Finalize Charter Draft	Aug 2011		Aug 2011
Finalize Charter	Sep 2011		
Obtain Project Charter Approvals	Sep 2011		
Hold Project Kick-off	Sep 2011		
Complete Initiation	Sep 2011		

Risks Management

Risk Events	High/ Medium/ Low	Risk Mitigation
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Additional Comments