<Project Name>

Steering Committee Meeting

<Date>
Agenda

• Project Milestones
• Design Phase Status
• Build Phase Status
• Data Migration Status
• QA Phase Status
• Change Management
• Risks and Issues
• Next Steps
Project Milestones

- Design Phase
  - Started <date>
  - End date: currently being re-planned or <date>

- Build Phase
  - Started <date>
  - First delivery with customization installed on-site <date> as planned
  - <x> additional deliveries are planned (final planned for <date>)

- QA Phase
  - Started <date> (test preparation)
  - Functional testing planned to end <date>
  - Regression, Data Migration & Interface testing planned to end <date>
Project Milestones (continued)

- UAT and Training Phase
  - End User Training
    - Planned Start <date>
    - Planned End <date>
  - UAT
    - Planned Start <date>
    - Planned End <date>

- Go-Live Date, current plan: <date>
Design Phase

• <x> of <y> Functional specifications are signed off, leaving:
  • <a> are ready for signoff
  • <b> still require substantial work

• Report Design is in progress
  • <Details>

• Workflow notifications are in progress, approx <x>% complete

• <x> of <y> Interface specifications are signed off

• Design Phase end date:
  • currently being re-planned (will be done no later than <date>)
Build Phase

• First delivery was installed <date> in environments
  • Contained <x> functional CRs and <y> interfaces
• QA will begin <date>
• Next four deliveries will be monthly
• Last delivery is planned for <date>
QA Phase

- Test scenario and script creation is in progress
- Behind schedule by approximately <x> days, due to:
  - BA’s availability for QA continues to be impacted by overdue Design phase (functional and reports)
- Following re-planning of Design phase, will re-plan QA phase
  - Requires full BA availability, as planned (75-100%)
  - If new schedule is unacceptable, may require additional QA resources
Data Migration

- Mapping legacy data to <new application> was completed and data was extracted and loaded

- The second mapping, which will include the changes for <new application> build <version>, is planned for <date>

- Additional data loading is planned for <date>
Change Management

• Several CRs have been raised for Business requests that are out of scope ($x$ for <module a>, $y$ for <module b>, at this time)

• Two are ready for Steering Committee decision:
  
  • 1) <Details>
      • Cost estimate: $<x>$. Schedule impact: none

  • 2) <Details>
      • cost estimate: $<x> - <y>$. Schedule impact: depends on option selected
Risks and Issues

• Issue #1: Design Phase is behind schedule
  • At <previous date> Steering Committee meeting, end dates were:
    • Functional Design end date <date>
    • Reports Design end date <date>
  • Missed dates are due to iterative design process taking longer than anticipated (more detailed, more resource-intensive, more iterations)
Risks and Issues (Issue #1 continued)

• Plan for Resolution: Re-planning the Design Phase end date
  • PM working with BA’s, Business and Pilat
  • Focus is on Reports Design
    • Detailed status, and work remaining
    • Need to find expeditious way to document “<blah>” reports
    • Plan the work based on Business and BA capacity
  • Also need to look at Workflow, Integration, Conversion design
  • Re-plan will be complete no later than <date>
Risks and Issues (continued)

• Issue #2: BA team impact on QA schedule
  • BA's have been unable to dedicate as much time as planned (75-100%) to QA preparation, due to Design phase overrun

• Plan for Resolution:
  • Following re-plan of Design phase end date, will re-plan QA Phase
  • Requires full BA availability, as planned (75-100%)
  • Will look at additional QA resources, if schedule impact is unacceptable
# Next Steps

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Description</th>
<th>Level</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan</td>
<td>Re-plan the Design Phase end date.</td>
<td>High</td>
<td>IT and Business</td>
</tr>
<tr>
<td>Project Plan</td>
<td>Re-baseline the project plan</td>
<td>High</td>
<td>IT and Business</td>
</tr>
<tr>
<td>Design Phase</td>
<td>Complete the Design Phase</td>
<td>High</td>
<td>IT, Business and Vendor</td>
</tr>
<tr>
<td>QA / Testing Phase</td>
<td>QA/Testing progress</td>
<td>High</td>
<td>IT and Business</td>
</tr>
<tr>
<td>Change Management</td>
<td>Disposition of CRs</td>
<td>High</td>
<td>IT, Business and Vendor</td>
</tr>
<tr>
<td>Data Migration</td>
<td>Second mapping</td>
<td>High</td>
<td>IT and Vendor</td>
</tr>
<tr>
<td>Training</td>
<td>Continue preparing training documents</td>
<td>High</td>
<td>Training, IT and Vendor</td>
</tr>
</tbody>
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Note: Next <Project Name> Steering Committee meeting will be scheduled for <date>. 