

Project Status Report

Project Name	2063-099 CADD Implementation Project	Project Summary - The Implementation Project has completed Phase 1.0. The Project Plan was delivered slightly behind schedule but will not have any adverse effects on the overall project. All project tasks and activities are being actively managed and completed per the project plan and timeline. No obstacles to report currently.
Project Managers	Kathy James, Patrick Lane, Matt Vega (U.S.CAD)	
Status Date	31-Aug-2021	

Project Key Parameters		Comments
Schedule	On-Track / Delayed / Off-track	The project is meeting its intended schedule
Resources	On-Track / Delayed / Off-track	All required resources are available
Scope	On-Track / Delayed / Off-track	Project is within defined scope of services

Project Schedule

8/1/21	09/1/21	10/1/21	11/1/21	12/1/21	12/31/21
Phase 1.0 - Initiation 8/2/21 – 9/13/21		Phase 2.0 – Workflow Validation 9/14/21 – 1/31/22			
TASK- Project Mobilization, Management 8/2/21/ - 8/30/21 <div style="background-color: #E6E6FA; padding: 2px; margin-top: 5px;"> TASK- Project Kick-off 8/31/21 </div> <div style="background-color: #ADD8E6; padding: 2px; margin-top: 5px;"> TASK- MDT Staff Q&A 9/2/21 </div> <div style="background-color: #90EE90; padding: 2px; margin-top: 5px;"> DELIVERABLE- Project Schedule 9/2/2021 </div> <div style="background-color: #FFD700; padding: 2px; margin-top: 5px;"> DELIVERABLE- Project Management Plan 9/13/2021 </div>		TASK- Discovery Workshops 9/16/21 – 10/5/21 GIS, ECCB, Photogrammetry, Geotech <div style="background-color: #FFD700; padding: 2px; margin-top: 5px;"> DELIVERABLE- Discovery Findings Summaries 9/23/21 - 10/15/21 </div> <div style="background-color: #90EE90; padding: 2px; margin-top: 5px;"> TASK- Discovery Review Sessions 9/29/01 - 10/29/21 R/W, Road, Bridge, Traffic, Hydraulics, CADD, Construction </div>		TASK- Validate Workflows 11/01/21 – 1/24/2022 Production Project (FIT/GAP All Areas) Review Summaries from Discovery Review Sessions Functional Change Management activities <div style="background-color: #FFD700; padding: 2px; margin-top: 5px;"> DELIVERABLE- Review Findings Summaries 10/14/21 - 12/15/21 </div>	
TASK- StateKit Testing and Development 8/2/21 – 7/22/22					

Project Risks and Issues (Top 3)

Risk	Risk / Issue Description	Status	Current/Planned Activities
Risk 1	Staff feelings of fear, change, concern	Open	Q & A Sessions; Communications; Early Adopters
Risk 2	Staff resistant to standardized workflows and process, prefer the status quo	Open	Develop a strategy to explain the change including benefits and goals; Provide short videos and walkthroughs for workflows
Risk 3	Staff resistant to change	Open	Develop a training and mentoring plan

Accomplishments / Milestones

Several accomplishments were made during the month of August including team mobilization and alignment. The Project Plan and Project schedule were developed, including a Risk Register and Decision Log. Weekly PM coordination meetings were established, and the first milestone was achieved. Work during August culminated in a formal Project Kick-off Presentation to MDT and was presented by MDT and U.S. CAD.

Budget

Total Budget: \$739,453	Payments: \$0	Balance: \$739,453
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