

Project Title:	ITAP	Reporting Date: 11/11/2013
Quality Assurance Executive Summary		
Authored by:	Clifford Smith, PMP Case Associates, Inc.	
Overall Rating	Green <i>(upgrade from yellow)</i>	
Schedule Rating	Green <i>(upgrade from yellow)</i>	Acquisition phase was delayed. Current plans indicate a final deployment in December '15. The project developed a detailed schedule for Phase 1 (P1). The schedule is tight and many plans are to be developed. The project expects to complete P1 on time.
Budget Rating	Green	The vendors are on a fixed-cost plan. Partner agencies are responsible for their own costs. The new schedule predicts a longer project (deployment in December '15) and higher costs. The above cost increases are included in the Triple Constraint chart. The budget includes adequate contingency.
Scope Stability Rating	Green <i>(upgrade from yellow)</i>	The project is developing all plans. The detailed schedule for the remaining phases is a P1 deliverable. The project is considering an additional Billing module. This is not a major change to scope; none are expected.
Overall Trend	Continued Improvement	The project is progressing through the planning phase and expect to complete as scheduled. The City team and TS are collaboratively developing plans for Phases 2 through 7. Prior Report score was 4.1
Overall Score	Calculated	4.2
Risk Management	Carried from worksheet	4.0
Project Deliverables	Carried from worksheet	4.2
Project Management	Carried from worksheet	4.0
Product Deliverables	Carried from worksheet	4.6
Reporting Summary	<p>This is the 20th TOC QA report.</p> <p>Phase 1 (P1) will last through December '13. The project developed a schedule for P1. The PM must validate City resource availability. The P1 schedule is tight, many planning activities are bunched at the end of the phase. Nevertheless, the project expects to complete P1 on time. Dates for individual deliverables have moved within P1 while the overall end date for P1 has not changed.</p> <p>Team Sierra (TS) and the City team are collaboratively developing plans.</p> <p>BDS hired a new PM. Rebecca Sponsel started 9/30/13.</p> <p>TS replaced their PM without City written approval. Since TS did not name a replacement or effective knowledge transfer, this approval may have been withheld. (see Current Recommendations)</p>	

Changes since last report	<p>The overall score improved from 4.1 from 4.2.</p> <p>Collaborative planning continues. The Phase 1 (P1) schedule is reasonably detailed.</p> <p>The project initiated Risk Management processes and reinstating regular progress reporting.</p> <p>The project is addressing QA recommendations, many are complete.</p>
Current Recommendations	(from Product Deliverables) Review the process to replace Key Personnel with the vendor. Ensure they understand that they are to seek written approval.
Status of Prior Recommendations	The "Status of Prior Recommendations" are split into four separate rows, one for each Assessment Area.
Status of Prior Recommendations from Risk Management Assessment Area (Note: Gaps in the recommendation numbers indicate completion as of the prior report.)	<p>2) Carry "Assumptions" from the charter and PMP forward to the risk list (those that can be expressed as risks).</p> <p>Status: In process. The COP is conducting RM activities and will include Assumptions from the PMP as appropriate.</p> <p>4) Finalize a detailed schedule for P1. Include further decomposition of tasks over 10 days duration, detail for the Formal Project Plan, and available detail for all P2 through P7 deliverables.</p> <p>Status: Complete. TS and the COP developed a detailed schedule.</p>
Status of Prior Recommendations from Project Deliverables Assessment Area (Note: Gaps in the recommendation numbers indicate completion as of the prior report.)	<p>1) Finalize the Project Management Plan, including a description of how the project manages and reports on the sub-projects such as GIS, and Data Clean-up.</p> <p>Status: No update.</p>
Status of Prior Recommendations from Project Management Assessment Area	<p>2) Finalize draft projects plans, including a detailed P1 schedule with some long-duration tasks decomposed, and more detail for phases P2 through P7. (duplicate)</p> <p>Status: Complete. TS and the COP developed a detailed schedule.</p>
Status of Prior Recommendations from Product Deliverables Assessment Area	All complete.
Individuals Interviewed/Dates	Rebecca Sponsel 10/31/13, 11/8/13
Documents Reviewed/Dates	PCMIS Schedule 2020131028 (MS/Project Schedule) ITAP_bureau update_Oct 2013 2013-10-08 ITAP Managers Mtg. Notes PCMIS_Issue_Log 20131001 PCMIS_Risk_Log 20131001
Meetings Attended/Dates	ITAP Project Managers Meeting 10/8/13, 11/5/13 Joint Teams Meeting 11/4/13 Division Managers Meeting 10/8/13 TOC 11/18/13 ITAP Team Meeting 10/16/13