

SFA Modernization Monthly Project Scorecard

Month: April 2000_____

Project: FMS _____

Lead: Karen J. Holmcrans_____

Sub-Project: SFA FMS Oracle Financials__

SFA Lead: Maureen Harris_____

Summary of Deliverables Produced

Deliverable	Description
Business Case	
Implementation Plan	

Value Points:

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Work Completed this Month:

- Delivered FMS Implementation Plan deliverable (including workplan and final deliverable/working product list) on April 28, 2000.
- Delivered Oracle Licensing Pricing Analysis on April 7, 2000.
- Delivered FMS Business Case on April 28, 2000.
- Conducted Phase II Roundtable meeting with Jim Lynch on April 13, 2000.
- Conducted IT Services coordination meeting on April 11, 2000.
- Conducted IT Management coordination meeting on April 10, 2000.
- Finalized Pricing/Cost Model for Phase II effort.
- Finalized Task Order/subcontractor agreement with SFA/Oracle.
- Staffed Project. Oriented new team members.
- Obtained ability to perform FMS development in the VDC-provided development environment for some team members.

Planned Work in Progress:

- Establish office and development environment.
- Complete Project Plan including detailed workplans, roles & responsibilities, training requirements, SQA Plan and define project management processes: issue management, risk management, scope management, configuration management, quality assurance, project tracking.
- Prepare and conduct additional project orientation/training sessions.

Work Projected for next Month:

- Deliver Solution Demo 1 (Phase II).
- Deliver Contractor Monthly Status Report.
- Complete 11 working products due April and May.

Issues Summary

Issue	Proposed Solution	Priority	Owner	Creation Date	Resolve Date
None					

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Risk Summary

The following section is intended to inform management and team members about project risk areas and their potential consequences. Risks are evaluated in terms of their potential impact on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

Risk Description	Mitigation strategy	Severity of impact	Ability to control	Owner	Creation Date	Resolve Date
<p>Technical Infrastructure has not been made available to all FMS developers; this impacts our ability to conduct development in the VDC environment.</p>	<ul style="list-style-type: none"> • Continue focused follow-up to confirm exactly when additional team members obtain access to the VDC environment. • We have already begun development with several staff members who do have access. 	Med	High			
<p>A conceptual model of the FMS interaction with channel systems and processes (both legacy and “To-Be”) needs to be coordinated with changes in business processes within the channels. The business process design projects are on differing schedules, and may not be completed in synch with FMS pilot.</p>	<ul style="list-style-type: none"> • Cross channel coordination and communication to be included in an overall communication strategy. • Change management consultant deployed full time to FMS. • CFO leadership preparing to discuss the program with each GM. 	High	Med			

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Measure	High Level Explanation for your Assessment and/or Trend	Assessment (Green, Yellow, or Red)	Trend (+, -, or No Change)
Overall	The purpose of the overall assessment is to provide a simple and easy to understand way to consider the interaction of the individual project management process areas in arriving at an overall picture of the health of the work authorization.	Green	No Change
Scope	The scope has been defined, requirements are documented and authorized by the SFA, Schools Channel, and Modernization Partner.	Yellow	+
Schedule Performance Against Work Performed	The project is currently meeting Task Order milestones. All deliverables have been submitted on time and we are currently awaiting response from SFA for the last two deliverables.	Yellow	+
Architecture	The project is in full compliance with Modernization Blueprint baseline or target architecture standards. The project has not defined any architecture changes.	Green	No Change
Risk	The project risks to successfully execute the Task Order has been identified, documented and prioritized and risk mitigation strategies are in place to deal with contingencies and unknowns.	Yellow	+
Quality	The project is in the process of developing a documented Quality Plan and is complying with the requirements of the Quality Plan.	Green	No Change
Communication/ Change Management	The team has facilitated community focus groups to determine the needs and expectations of the customers as well as worked closely with the Organization Transformation team dedicated to the Schools Channel in the early stages of the project. Additionally, the team has worked with SFA leadership to communicate project goals with the Education community via conference presentations and the Updated Modernization Blueprint.	Yellow	+
Human Resources	Human resource needs have been documented, approved, and fulfilled. The project team has the individual and group skills needed for the current phase.	Yellow	+
Commercial Off the Shelf Software (COTS)	A review of COTS products has been incorporated into the project's work plan.	Green	No Change