

SFA Modernization Weekly Project Status Report

Week Ending: June 30, 2000

Project:: Schools Portal/IFAP Conversion Lead: Tyson Bondurant

Sub-Project: IFAP Conversion Mod Ptr Lead: Dave Gordon

Project Mgr: Mark Raulin SFA Lead: Helene Epstein

Value Points

- None.

Work Planned for This Week:

- Continue to work development issues with CIO Management.
- Complete IFAP portion of NASFAA demonstration based on script developed by SFA.
- Submit NASFAA demonstration deliverable to SFA.
- Maintain and distribute IFAP Issues Log.
- Meet with Content Management and Schools Portal teams to discuss Interwoven functional and technical issues.
- Provide project overview to SFA senior management.
- Conduct weekly IFAP status meeting.
- Attend weekly Technical Architecture status meeting.
- Attend weekly Content Management team meeting.
- Attend bi-weekly Schools Portal status meeting.

Work Completed during This Week:

- Developed NASFAA conference storyboard script and supporting data for developers to use in the completion of the Schools Portal/IFAP demonstration using HTML.
- Maintained and distributed IFAP Issues Log.
- Met with Content Management and Schools Portal teams to coordinate efforts related to publishing content on the Intranet, Schools Portal and IFAP sites.
- Coordinated project plan milestone dates with Content Management and Schools Portal teams.
- Prepared for project overview session with SFA senior management (session was cancelled).
- Provided IFAP content management requirements to Content Management team for inclusion in their Content Management Requirements document.
- Conducted weekly IFAP Status meeting.
- Participated in the weekly Content Management status meeting in order to ensure coordination with the IFAP effort.
- Participated in the bi-weekly Schools Portal status meeting in order to ensure coordination with the IFAP effort.
- Attended Schools Portal screen design review session.
- Attended weekly AC project manager's meeting.
- Attended weekly Architecting Change meeting.

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- Attended CIO “all hands” meeting.

Planned Work in Progress:

- Beacon to continue development of design document.

Work Projected for Next Week:

- Continue to work development issues with CIO Management.
- Complete IFAP portion of NASFAA demonstration based on script developed by SFA.
- Submit NASFAA demonstration deliverable to SFA.
- Maintain and distribute IFAP Issues Log.
- Meet with Content Management and Schools Portal teams to develop functional requirements.
- Conduct weekly IFAP status meeting.
- Attend weekly Technical Architecture status meeting.
- Attend weekly Content Management team meeting.
- Attend bi-weekly Schools Portal status meeting.

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Issues Summary

Issue	Impact	Proposed Solution	Severity	Owner	Creation Date	Target Resolve Date	Actual Resolve Date
Email problems with SFA addresses.	Cannot be sure that emails with attachments are received by SFA staff. Makes it almost impossible to distribute electronic versions of documents.	Utilize diskettes?	High	Mark Raulin	6/30/00		
Development Sun boxes are required to be back at Sun by 8/8/00.	Development of IFAP application will not be completed until 8/22/00. Will still need boxes during testing periods in order for developer to quickly provide fixes to the software.	Extend availability of Sun boxes until 9/30/00.	High	Mark Raulin	6/30/00		
Is there a need for input from Students and Financial Partners channels during the development of Content Management requirements?	Interwoven will be used to manage content for all channels and not just Schools. Should we get other channel's input in determining how best to setup Interwoven.	Involve representatives from these channels even if only to provide information to them.	Medium	Mark Raulin	6/30/00		

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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	Impact	Mitigation strategy	Severity of impact	Ability to Control	Owner	Creation Date	Target Resolve Date	Actual Resolve Date
None								