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## **eZ-Audit Operations Monthly Status**

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**Operations Lead:**

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# Overall Status



## *Major Accomplishments (for period)*

- List all Accomplished Activities
- List
- List

## *Upcoming Activities (next period)*

- List all upcoming activities
- List
- List

# Major Risks



<i>Risk</i>	<i>On Point</i>	<i>Mitigating Actions</i>	<i>Impact on Cost and/or Schedule</i>	<i>Status</i>
<p><b>Describe Risk Issue</b></p>	<p>Assign person responsible</p>	<p>Describe mitigation activities</p>	<p><b>Impact:</b> High/Med/Low</p> <p><b>Likelihood:</b> High/Med/Low</p>	<ul style="list-style-type: none"> <li>Keep list of all updates to the status of this issue</li> </ul>

# Government & Program Dependencies



<i>Dependency</i>	<i>On Point</i>	<i>Target Date</i>	<i>Impact on Cost and/or Schedule</i>	<i>Status Comments</i>
<b>Describe Dependency</b>	Assign person responsible	Target Date	Impact: High/Med/Low  Likelihood: High/Med/Low	<ul style="list-style-type: none"> <li>Keep list of all updates to the status of this issue</li> </ul>



# Upcoming Events and Key Milestones

<i>DATE</i>	<i>EVENTS AND KEY MILESTONES</i>
Date	Describe Event or Milestone
Date	Describe Event or Milestone



## Appendices

- **System Availability Report**
- **SIR Tracking Report**
- **Detailed SIR Report**
- **Production Issues**
- **Enhancement Actions & Decisions**
- **CCB Actions & Decisions**
- **CCB Documentation**

# System Availability Report



## Availability for period is XXX%

- Bullet point for any reasons the % is not 100%
- Bullet point for any reasons the % is not 100%

# SIR Tracking Report



This table demonstrates the amount of time required to respond to and resolve all Level 1 SIRs from (time period).

## Level 1 SIRS

SIR #	Date Logged	Date Resolved
776 - Team 4 had no staff to assign to in Co Team Lead drop downs	6/25/03 4:35 PM	6/26/03 5:51 PM
781 - Generate DDIF error for change in Auditor submission	6/26/03 9:57 PM	7/3/03 1:40 PM

Average Resolution Time for Level 1 SIRS  
 Remaining Level 1 SIRS

3 business days  
 0

# Detailed SIR Report



These tables demonstrate the amount of time required to respond to and resolve all Level 2 – Level 4 SIRs from (time period).

## Level 2 SIRs

# of SIRs Logged	Resolved	Remaining	Other	Average Resolution Time
3	1	0	2	14 days

2 Postponed SIRs      Leading zero's in Auditor TIN  
 PEPs updating with bad TINs (Will be in R 1.01)

## Level 3 SIRs

# of SIRs Logged	Resolved	Remaining	Other	Average Resolution Time
2	0	1	1	0 days

Remaining SIR      System emailed incorrect username to user (mdorman01).  
 Postponed SIR      Uppercase .PDF extension not accepted. (Fixed in R 1.01)

## Level 4 SIRs

# of SIRs Logged	Resolved	Remaining	Other	Average Resolution Time
0	0	0	0	0 days

# Production Issues



## Production Issue

- Description
- Status

## Production Issue

- Description
- Status

# Enhancement Actions and Decisions



## Enhancement Tasks

- 1) List new Enhancement
  - Describe Enhancement
- 2) List new Enhancement
  - Describe Enhancement
- 3) List new Enhancement
  - Describe Enhancement

# CCB Actions & Decisions



## CCB Tasks

- 1) List new Requirement
  - Describe Requirement
- 2) List new Requirement
  - Describe Requirement
- 3) List new Requirement
  - Describe Requirement