

Project Status Instructions & Status Form Knowledge Base

Purpose of the Project Status form:

The Project Status form presents the IT Investment Board, Commonwealth CIO, sponsoring Secretariats, and proponent state agencies with a succinct and timely summary of the status of their major information technology projects.

(In the Commonwealth of Virginia, major IT projects are those projects exceeding \$1 million in estimated total project cost and deemed mission critical, or having enterprise significance.)

This form provides decision makers with a visual status indicator for each major project, along with links to detailed information. The form establishes a common framework for agency staff, Secretariats, and oversight committees to periodically update project activity, monitor progress, and assess risks.

Project Status Reporting Cycle:

Project Status forms are prepared at the beginning of each month, based on the previous month's activity.

Business day 1 through 5:

- The Agency PM drafts the monthly version of the form and 'submits' by day 6 (note effective date of the first of the month).

Business day 6 through 8:

- The agency sponsor reviews and approves the form.

Business day 9 through 10:

- The proponent Secretary reviews and evaluates status form.

Business day 11 through 15:

- The forms are available to PMD and to the CIO for review, comment and overall status assessment. The PMD will act on behalf of the CIO to assign a CIO assessment.

Business day 17:

- The new Dashboard will take a snapshot of the project status form.

In summary: The May status report reflects April project activities, and will not be published on the Dashboard until business day 17 of May.

Monthly Project Status Procedure:

1. Verify that you are looking at the correct "Item:" (your project)
2. Go to...My Portfolios >
 - a. ITIM Processes >
 - i. Role-Based Processes >

Project Status Instructions & Status Form Knowledge Base

1. Project Manager Processes: 3.1. Initiate, Update and Submit – Project Status Report
3. Update the “Open” (current) versions of your baselines (if necessary):
 - a. Project Schedule
 - i. Adjust Milestone dates as necessary
 - ii. Initiate Change Control Request process as necessary
 - b. Budget Plan
 - i. Adjust Budget as necessary
 - ii. Initiate Change Control Request process as necessary
 - c. Risk Management Plan
 - i. Update top five risks
 - d. Performance Plan
 - i. Adjust Measures of Success as necessary
 - ii. Initiate Change Control Request process as necessary
4. Enter the following values in the Project Status Form: (*See Knowledge Base (reprinted below) for details on each data field.*)
 - a. Summary tab
 - b. Project Background tab
 - c. Measures of Success tab
 - d. Planned & Actual Costs tab
 - e. Baseline & Milestones tab
 - f. Scope tab
 - g. Risk Assessment tab
 - h. Change Control Description tab
5. Submit Project Status Report
 - a. Approval/Submission fields are on the Project Status Report - Summary Tab (at the bottom of the page)
 - b. Update approval/submit date field with the latest date.

Project Status Form Knowledge Base:

SUMMARY TAB

This section contains the Project status report summary, including basic project information, Key Status Indicators, Project Status Assessment, Earned Value Measurement, and status report approval with comments.

Project Information Block

Working title – The working name or acronym used to identify the investment. Drawn from the Project Plan (can be edited).

Project Status Instructions & Status Form Knowledge Base

Item classification – Item Classification (Major or Non-Major), drawn from the Project Plan (can be edited).

Proponent Agency – The number and name of the agency that is responsible for the management of the investment. Drawn from the Project Plan (can be edited).

Proponent Secretary – The Secretariat to whom the proponent agency is assigned or the Secretariat that is sponsoring a particular enterprise investment. Drawn from the Project Plan (can be edited).

Category – Project category (Un-assigned, Identified for Preliminary Planning, Approved for Planning, Approved for Development, PPEA), drawn from the Project Plan.

Planned Start Date – Drawn from the Project Plan.

Planned Completion Date – Drawn from the Project Plan.

Budget at Completion (BAC) – The sum of all the budget values established for the work to be performed on a project. Drawn from the Latest Approved Expenditures (Updated Baseline) block in the Yearly Spend Plan Tab of the Budget Plan. Also displayed in the Planned Expenses - Last Approved Change to Baseline block in the Planned and Actual Costs Tab.

Project Manager – Name of assigned PM, drawn from the Project Charter (can be edited).

Project manager Phone – PM contact phone number, drawn from the Project Charter (can be edited).

Project Manager Email - PM contact email address, drawn from the Project Charter (can be edited).

Key Status Indicators (KSI) Block

Enter the date this Status Report is effective: - Displays the date (mm/dd/yyyy) for which the status is being reported, typically the month preceding the month in which the form is completed. Select the date from the drop-down calendar.

Is the project on track to meet planned business goals and the associated measures of success? – KSI reflecting current project status with respect to the performance baseline. Indicators and associated colors are:

- On Track (Green)
- Warning (Yellow) at least one measure of success may not be achieved.
- Problem (Red) at least one measure of success will likely not be achieved.

Click on the Performance Tab for details. Select the appropriate indicator from the drop-down list.

Project Status Instructions & Status Form Knowledge Base

Are the costs within planned budget? – KSI reflecting current project status with respect to the budget baseline. Indicators and associated colors are:

- On Track (Green)
- Warning (Yellow) actual project-to-date cost is less than or equal to 10% over planned project to-date cost.
- Problem (Red) actual project-to-date cost is greater than 10% over planned project to-date cost.

Click on the Planned & Actual Costs Tab for details. Select the appropriate indicator from the drop-down list.

Is the project on schedule? - KSI reflecting current project status with respect to the schedule baseline. Indicators and associated colors are:

- On Track (Green)
- Warning (Yellow) the project is 10% or less behind schedule.
- Problem (Red) the project is greater than 10% behind schedule.

Click on the Baseline & Milestones Tab for details. Select the appropriate indicator from the drop-down list.

Does the project remain within the approved scope? - KSI reflecting current project status with respect to the scope baseline. Indicators and associated colors are:

- On Track (Green)
- Warning (Yellow) the scope has changed, but the change does not alter the cost or schedule baselines.
- Problem (Red) the scope has changed and the change impacts the cost or schedule baselines.

Click on the Scope Tab for details. Select the appropriate indicator from the drop-down list.

Is the project being managed to minimize or mitigate the identified risks? - KSI reflecting current project status with respect to the current risks facing the project. Indicators and associated colors are:

- On Track (Green)
- Warning (Yellow) the mitigating strategy for at least one risk has yet to effectively manage the risk.
- Problem (Red) the mitigating strategy for at least one risk has failed to manage the risk.

Click on the Risk Assessment Tab for details. Select the appropriate indicator from the drop-down list.

Project Status Assessment Block

Summarizes the reviewer status assessments, as entered in the Approval Information Block for the form. Indicators and associated colors are:

- On Track (Green)

Project Status Instructions & Status Form Knowledge Base

- Warning (Yellow) consider corrective action or monitor previous corrective action.
- Problem (Red) immediate corrective action required.

Earned Value Measurement Block

Earned value (EV) analysis is the preferred method of performance measurement, or control, and is employed during the project execution and control phase of the project lifecycle. Earned value analysis integrates scope, cost, and schedule measures to assess project performance.

The EV technique compares the cumulative value of the budgeted cost of work performed (earned) at the original allocated budget amount to both the budgeted cost of work scheduled (planned) and to the actual cost of work performed (actual). EV figures reported in this block are computed by the tool from information drawn from the project plan and current data provided elsewhere in this form.

Earned Value – The earned value is calculated by the tool, based on multiplying the Budget at Completion (BAC) by the Total Percent Complete (the percent of planned work), entered in the Baseline & Milestones Tab of this form.

Cost Variance – The Cost Variance (CV) is the difference between the Earned Value and the Actual Cost to Date (AC) for the reporting period, as entered in the Planned & Actual Costs Tab of this form. The CV is calculated by the tool using the formula $CV=EV-AC$.

Schedule Variance – The Schedule Variance (SV) is the difference between the Earned Value (EV) and the Planned Cost to Date (PV) for the reporting period, as entered in the Planned & Actual Costs Tab of this form. The SV is calculated by the tool using the formula is $SV=EV-PV$.

Earned Value - Planned Value -Actual Costs Graph - The chart displays the Actual cost (AC), Planned Value (PV), and Earned Value (EV) figures. If the project life cycle phases (i.e., Execution and Control) are defined in the Workbook Life Cycle Tab, then the phases will be displayed vertically on the graphs, according to phase date.

CPI – The Cost Performance Index (CPI) is the ratio of the Earned Value (EV) to the Actual Cost to Date (AC) for the reporting period. The formula is $CPI=EV/AC$. The CPI measures the work accomplished per dollar of actual cost spent. A CPI value less than 1.0 indicates the Actual Cost exceeds the Earned Value (a cost overrun), while a value greater than 1.0 indicates the Actual Cost is less than the Earned Value (a cost underrun).

The indicator status is calculated as follows: Green – 1.0 or greater value, Red – less than 1.0 value.

SPI – The Schedule Performance Index (SPI) is the ratio of the Earned Value (EV) to the Planned Cost to Date (PV) for the reporting period. The formula is $SPE=EV/PV$. The SPI indicates The SPI measures the amount of work accomplished per dollar of budgeted cost

Project Status Instructions & Status Form Knowledge Base

expected to be spent. A SPI values less than 1.0 indicates the Planned Value is greater than the Earned Value (behind schedule), while a SPI value greater than 1.0 indicates the Earned Value is greater than the Planned Value (ahead of schedule).

The indicator status is calculated as follows: The indicator status is calculated as follows Green – 1.0 or greater value, Red – less than 1.0 value.

Project Forecast Block

Presents the forecasted Estimated Cost at Completion and Estimated time at Completion.

Estimated Cost at Completion – The Estimated Cost at Completion is the Budget at Completion (BAC) divided by the Cost Performance Index (CPI). The formula is Estimated Cost at Completion = BAC/CPI. The Estimated Cost at Completion is the BAC adjusted for actual performance as calculated by the CPI.

The indicator status is calculated as follows Green - $\pm 10\%$ of the BAC value; Yellow – between $\pm 10\%$ and $\pm 30\%$ of the BAC; and Red – greater than $\pm 30\%$ of the BAC value.

Estimated Time at Completion – The Estimated Time at Completion is the Planned Duration (in days) divided by the Schedule Performance Index (SPI). The Planned duration is the difference between Planned Start Date and Planned Completion Date, as reported in the Project Information Block. The formula is Estimated Time at Completion = (Planned Completion Date – Planned Start Date)/SPI. The Estimated Time at Completion is the Planned Duration adjusted for planned performance as calculated by the SPI. . The Estimated Cost at Completion is the BAC adjusted for actual performance as calculated by the CPI.

The indicator status is calculated as follows Green - $\pm 10\%$ of the Original project duration – calculated from the Planned Start and Completion dates; Yellow – between $\pm 10\%$ and $\pm 30\%$ of the Original project duration; and Red – greater than $\pm 30\%$ of the Original project duration.

Approval Information Block

Agency Representative (Assumed to be PM if Sponsor does not have access) - Only the Agency Representative role can enter approval in this block. Drawn from the Project Plan.

Agency Comments – Displays the Agency Representative comments. Enter text into the Comments box.

Agency Approval Date - The tool automatically sets the date time stamp.

Project Status Instructions & Status Form Knowledge Base

Approval indicator – Approval indicators and associated colors are: Ontrack (green), Problem (Yellow), and Problem (Red). Click on the Scope Tab for details. Select the appropriate indicator from the drop-down list.

Secretariat Representative - Only the Secretariat role can enter approval in this block. Drawn from the Project Plan.

Secretariat Comments – Displays the Secretariat comments. Enter text into the Comments box.

Secretariat Approval Date - The tool automatically sets the date time stamp.

Approval indicator – Approval indicators and associated colors are: Ontrack (green), Problem (Yellow), and Problem (Red). Click on the Scope Tab for details. Select the appropriate indicator from the drop-down list.

PMD Representative - Only the PMD role can enter approval in this block. Drawn from the Project Plan.

PMD Comments – Displays the PMD comments. Enter text into the Comments box.

PMD Approval Date - The tool automatically sets the date time stamp.

Approval indicator – Approval indicators and associated colors are: Ontrack (green), Problem (Yellow), and Problem (Red). Click on the Scope Tab for details. Select the appropriate indicator from the drop-down list.

Chief Information Officer - Only the CIO role can enter approval in this block. Drawn from the Project Plan.

CIO Comments – Display the CIO comments. Enter text into the Comments box.

CIO Approval Date - The tool automatically sets the date time stamp.

Approval indicator – Approval indicators and associated colors are: Ontrack (green), Problem (Yellow), and Problem (Red). Click on the Scope Tab for details. Select the appropriate indicator from the drop-down list.

*****PROJECT BACKGROUND TAB*****

This section includes the latest approved project description and record of project approval actions.

Project Description Block

Project Status Instructions & Status Form Knowledge Base

The project description, drawn from the Project Plan.

Approval Information Block

Date the indicated approval was granted. Dates for Development Approval, Internal Agency Oversight Committee approval of the Project Plan (Original baseline), and CIO approval (Last approved >10% baseline change) are entered by PMD. Enter dates for the remaining approvals by selecting the date from the drop-down calendar.

*****MEASURES OF SUCCESS TAB*****

This form tab contains the LATEST APPROVED Project Baseline information. To update the Measures of Success, use the Change Control Request > 10% form and submit for approval. The "Comments" text box is editable; provide monthly status updates on the project's Measures of Success.

Performance Plan Summary Block

Objective – Project objective as stated in the Project Charter
Performance Goal – Performance goal for the objective
Methodology – Method for measuring the Performance Goal.
Comments – as necessary.

*****PLANNED & ACTAL COSTS TAB*****

This section includes Planned and Actual costs to date, along with original approved and last approved Planned Expenditures.

Actual Expenses Block

Planned and Actual Cost to Date – Enter the planned and actual costs for the relevant cost categories. In the block provided, describe the nature and amount of significant unplanned expenditures during the reporting period.

Planned Expenses-Last Approved Change to Baseline – The most recent approved baseline of project expenditures, drawn from the Yearly Spend Plan (Approved) section of the Budget Plan.

Planned Expenses–Original Approved – The originally approved baseline of project expenditures, drawn from the Yearly Spend Plan (Approved) section of the Budget Plan.

*****BASELINE & MILESTONES TAB*****

Project Status Instructions & Status Form Knowledge Base

This section includes the total percent of project completed, major milestones, and planned and actual completion dates.

Total Percent Complete Block

Percent of Planned Work– The percent of planned project activity completed as of the reporting period. Enter in the form XX.XX. Used to compute the Earned Value (EV).

Planned Last Approval Block

If a schedule baseline change has been approved, this block displays the most recent approved baseline milestones and planned start and completion dates, as stated in the revised Project and Schedule Plans.

Actual Block

This block is used to enter and display the actual start and completion dates and the percent completion for the reporting period.

Milestone – Drawn from the most recent approved Project and Schedule Plans.

Actual Start Date – Date the milestone activity was actually started. Select the date from the drop down calendar.

Actual Completion Date – Date the milestone activity was actually completed. Select the date from the drop down calendar.

Percent complete – Percent of the milestone activity completed as of the reporting period. Enter in the form XX.XX.

Planned Original Approval Block

The original baseline milestones and planned start and completion dates, as stated in the original Project and Schedule Plans.

*****SCOPE TAB*****

This section includes the latest approved project scope statement and business objectives.

Project Scope Statement Block

Presents the project scope, drawn from the most recently approved Charter. Risk assessment is bi-directional editable with the Risk Management plan.

Project Status Instructions & Status Form Knowledge Base

Business Objectives Block

Defines the specific business objectives of the project that correlate to the strategic initiatives or issues. Every business objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to one project business objective. This information is drawn from the Project Charter.

*****RISK ASSESSMENT TAB*****

This section includes the top 5 risks facing the project during the reporting period.

Risk Block

For each of the top 5 risks facing the project during the reporting period, enter the following information from the Risk Management Plan:

Number: The risk number

Name: The name short name for the risk

Occurrence Probability: The percentage of likelihood that the risk will occur (0 – 100%).

Impact Level: A score of one to five. One is the least impact and five is the highest impact.

Mitigation Action Block

For each of the top 5 risks facing the project during the reporting period, enter the Mitigation Action(s) to reduce the probability and/or the impact of a risk.

Dropped Risks - Note any risks that dropped off the top 5 list since the last reporting period and the reason why.

Risk Management Plan review dates – Select the date the Risk Management Plan was last reviewed by Agency Management and the Internal Agency Oversight Committee.

*****CHANGE CONTROL DESCRIPTION TAB*****

This section includes changes to the project baselines since the last reporting period

Fill out the three text boxes. There is an unlimited character entry.

Description of the change – briefly describe the change to the project baselines.

Reason for the change – summarize the reason(s) for the change to the baselines.

Impact of the change – indicate the impact of the change on the project baselines and project as a whole.