

# Weekly Status Report - Library Services Platform 18/19

**PLANNING** = Planning | **YELLOW** = Plan exists. Off track or issue with plan exists, but corrective actions are being taken | **CLOSED** = Finished / Closed

**GREEN** = Plan exists. On track | **RED** = Plan does not exist, issues exist with no corrective actions in progress, or status is unknown.

## 2018/2019 Overall Project Status

Project Name	Funding Source	Product Director	Product Owner	Project Manager	Project Scope	Project Schedule	Project Resources / Budget	Risk #	Comments	Last Update Date
Library Services Platform 18/19	SIP	Jennifer Coleman	Amy Beadle	Amy Carbonaro	YELLOW	YELLOW	GREEN	R2	Initiation Package ready to be sent for External Approval (due 1/22)  Project timeline/IT impact from vendor to communicate to IT depts (due 1/18)  CCC Proxy Integration discovery (next meeting 1/18)  Go/No Go with CO (2/6)	1/17/18

## Overall Project Summary

- 2018/19 Charter, Project Plan, Business Requirements, and Roles & Responsibilities have been approved internally and by the LSP Task Force (CCL). Amy B. will send package for external approval to CO by 1/22, with request for feedback by 1/29. ExL is providing detailed project plan-technical impact on 1/18 to be circulated to college IT departments. Beginning the discovery process on CCC Proxy integration with LSP. Next meeting is 1/18. CO scheduled a Go/No with CO for 2/6.

## Status of Current Releases

<b>Team Average / Estimated Velocity</b>	
N/A	

Release Burndown	Backlog Quality	Scope	Schedule	Resources/Budget	Points Remaining	Risk#
N/A	N/A					

## Current Release Summary

- N/A

## Release Milestones

Major Milestones	Start Date		End Date		Status
	Plan	Rev/Act	Plan	Rev/Act	
Q2 - Vanguard phase concludes	Dec		Mar		GREEN
Q2 - Collect Feedback / Address Issues (Vanguard)	Dec		Feb		GREEN

## Current Sprint Summary

- N/A

## Project Action Items

Item #	Description	Owner	Comments	Due Date	Status
A1	Project Charter, Business Requirements, and HL Project Plan need external review	Amy B	Amy sending to CO by 1/22 with 7 day turnaround.	1/29	GREEN
A2	Need IT impact from vendor to communicate to system	Amy/Amy	ExL providing 1/18	1/18	YELLOW
A3	CCC Proxy Integration	John Sills/Amy	Proxy team doing discovery on current library proxy product (EZ proxy) to identify where holes may exist in functionality.	1/18	GREEN
A4	Go/No Go with CO	Jennifer/Amy/Amy	Strategize with team on presentation and artifacts. Conduct internal Go/No Go.	2/1	GREEN

## Project Risks

Risk #	Description	Owner	Mitigation Strategy	Comments	Status
R1	Project Charter, Business Requirements and HL Project Plan need external approval	Amy B.	Initiation package will be circulated (A1)	due 1/29	YELLOW
R2	Go/No Go is a no	Jennifer/Amy/Amy	Advance preparation with internal team and ask CO what they are requiring for Go for non-dev project. Will conduct internal Go/No Go prior.	due 2/6	YELLOW