NITC 1-203 DRAFT

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

**Draft Document
30-Day Comment Period**

Title: Project Status Reporting

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at http://nitc.ne.gov/standards/comment/.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on October 10, 2008.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for October 14, 2008. Information about this meeting will be posted on the NITC website at http://nitc.ne.gov/.

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

NITC 1-203 (Draft)

Title	Project Status Reporting
Category	General Provisions
Applicability	Applies only to projects designated by the NITC

1. Purpose

By statute, the NITC may require progress reports for information technology projects utilizing state appropriated funding. Not all projects will be required to submit progress reports, only those projects specifically designated by the NITC will be subject to these these reporting requirements. The purpose of this policy is to establish the procedures for designating such projects, to establish the format to be used for progress reports, and to assign responsibilities to the Technical Panel.

2. Statutes

2.1 Section 86-516 Commission; duties.

" The Commission shall:

…

(5) Adopt guidelines regarding project planning and management and administrative and

technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions. The commission may monitor the progress of any such project and may require progress reports;" [Neb. Rev. Stat. § 86-516]

2.2 Section 86-529 Enterprise project; commission; duties.

"To implement enterprise projects pursuant to sections 86-525 to 86-530, the commission shall:
(1) Develop procedures and issue guidelines regarding the review, approval, and monitoring of enterprise projects; and
(2) Coordinate with the Chief Information Officer to monitor the status of enterprise projects, including a complete accounting of all project costs by fund source." [Neb. Rev. Stat. § 86-529]

3. Projects Required to Submit Status Reports

The NITC will designate which projects are required to submit project status reports. The agency/entity primarily responsible for the project will be notified of such designation.

4. Project Status Report Format

Unless an alternative format is approved by the Technical Panel, Attachment A is the format to be used for project status reports.

5. Technical Panel Responsibilities

The Technical Panel is responsible for all logistical matters relating to project status reports, including determining the frequency and deadlines for submission. The Technical Panel will coordinate with the reporting agency/entity to ensure compliance with this policy.

The Technical Panel will provide updates to the NITC on the status of projects.

Attachment A: Project Status Form

VERSION DATE: DRAFT - September 5, 2008
HISTORY:
PDF FORMAT: (to be added)

Project Status Form

General Information			
Project Name			Date
Sponsoring Agency			
Contact	Phone	Email	Employer
Project Manager	Phone	Email	Employer

Key Questions		Explanation (if Yes)
1. Has the project scope of work changed?	☐ Yes ☐ No	
2. Will upcoming target dates be missed?	☐ Yes ☐ No	
3. Does the project team have resource constraints?	☐ Yes ☐ No	
4. Are there problems or concerns that require stakeholder or top management attention?	☐ Yes ☐ No	

Project Metrics		
Measure	Numbers	Percent Complete
Tasks Complete	[13 of 54]	[24%]
Tasks in Progress	[26 of 54]	[48%]
Tasks not Started	[28 of 54]	[52%]
Time spent	[18 of 86 weeks]	[21%]
Time remaining	[68 of 86 weeks]	[79%]
[Project Specific Measure]		

Summary Project Status

Based on the color legend below, indicate green, yellow, or red for the reporting periods of each item. Any item classified as red or yellow requires an explanation in the comment boxes that follow this section. Additional priority items can be added to the list for status reporting.

Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [MM/DD/YYYY]			This Reporting Period [MM/DD/YYYY]		
1. Overall Project Status	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
2. Schedule	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
3. Budget (capital, overall project hours)	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
4. Scope	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
5. Quality	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green
	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☐ Green

Color Legend

	Red	**Project has significant risk to baseline cost, schedule, or project deliverables.** **Current status requires immediate escalation and management involvement**. "Probable that item will **NOT** meet dates with acceptable quality without changes to schedule, resources, and/or scope".
	Yellow	**Project has a current or potential risk to baseline cost, schedule, or project deliverables.** **Project Manager will manage risks based on risk mitigation planning**. "Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed".
	Green	**Project has no significant risk to baseline cost, schedule, or project deliverables**. "Strong probability project will meet dates and acceptable quality".

Product and/or Service Performance

Performance Standard	Meets	Exceeds	Below	Explanation

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date

Milestones Planned and Not Accomplished
For each item listed, provide a corresponding explanation of the effect of this missed item on other target dates and provide the plan to recover from this missed item.

Milestone	Original Date	Revised Date	Effect on Other Dates/Plan

Milestones Planned for Next Period

Milestone	Original Date	Revised Date

Decision Points
For each item listed, provide a corresponding explanation of the effect of this item on other target dates, scope or cost and provide the responsible parties name. The responsible party will ensure the decision is made and carried out.

Decision Point	Decision Due Date	Deciders Name or Names	Decisions Effect on Project

Project Issues				
Description	**Impact on Project - (H,M,L)**	**Date Resolution is Needed**	**Issue Resolution Assigned to**	**Date Resolved**

Footnote: **High, Medium, Low Impact.**

High- "project killer" major impact on project time, scope, cost. Issue must be resolved! - **Medium**- impact will moderately

effect project time, scope, cost. - **Low**- Issue will not impact project delivery

Comparison of Budgeted to Actual Expenditures				
Use a chart like the following to show actual expenditures compared to planned levels. Break the costs into other categories as appropriate.				
Fiscal Year [YYYY]				
Budget Item	Actual Costs to Date	Estimate to Complete	Total Estimated Costs	Total Planned Budget
Salaries				
Contract Services				
Hardware				
Software				
Training				
Other Expenditures*				
Total Costs				
Other Expenditures include supplies, materials, etc.				

Risks Management			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party

Additional Comments / Concerns