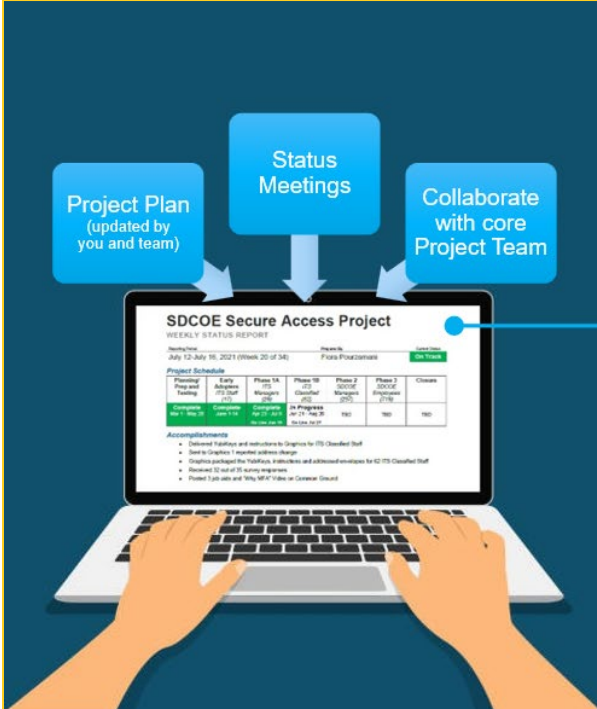


STATUS REPORTS

View a short tutorial: [Status Reports Tips](#)



SDCOE Secure Access Project

WEEKLY STATUS REPORT

Reporting Period: July 12-July 16, 2021 (Week 20 of 34) Prepared By: Flora Pourzamani Current Status: On Track

Project Schedule

Planning/ Prep and Testing	Early Adopters ITS Staff (17)	Phase 1A ITS Managers (26)	Phase 1B ITS Classified (62)	Phase 2 SDCOE Managers (257)	Phase 3 SDCOE Employees (716)	Closure
Complete Mar 1 - May 28	Complete June 1-14	Complete Apr 23 - Jul 9 Go Live Jun 15	In Progress Jun 21 - Aug 20 Go Live Jul 27	TBD	TBD	TBD

Accomplishments

- Delivered YubiKeys and instructions to Graphics for ITS Classified Staff
- Sent to Graphics 1 reported address change
- Graphics packaged the YubiKeys, instructions and addressed envelopes for 62 ITS Classified Staff
- Received 32 out of 35 survey responses
- Posted 3 job aids and "Why MFA" Video on Common Ground

In Progress

- Finalizing the policy for Edge
- Resolving issues reported by ITS Managers
- Identifying and documenting common support issues that are occurring during Phase 1A (ITS Managers)
- Working with Susana to create a new MFA page on the sdcoe.net public site
- Identifying and testing new functionality that came with Duo Beyond

Next Steps

- Compiling survey results from ITS Managers
- Graphics to mail home YubiKeys and instructions to 62 ITS Classified Staff
- Cyber to communicate to 62 ITS Classified Staff about what to do with the mail that was sent home

Risks

- Lack of communication to stakeholders is a risk – need to ensure clear and timely communications
- Lack of timely response to critical issue tickets is a risk – need to ensure the tickets with critical issues are assigned and worked on immediately as to avoid disruption to employees' daily work



Status Report Format

Project Name: _____

Reporting Period	Prepared By	Current Status
Month XX-XX, 2021 (Week X of X)	Enter Project Manager Name	List the status
		On Track

Accomplishments

- Start with a past tense verb (Example: "Completed the Project Charter")
- X
- X

In Progress

- Start with an "-ing" verb (Example: "Working on the Communications Plan")
- X
- X

Next Steps

- Start with a verb (Example: "Schedule meeting with the Advisory Committee")
- X
- X

Risks/Mitigation

- Example: "Short timelines to complete the project – mitigation: hold daily standups to ensure the project is on track"
- X
- X

	Green	On Track (and Complete)
	Orange-Yellow	At Risk
	Red	High Risk
	Blue	On Hold

Suggested Status Report Components

Use a naming convention that helps you and the reader know which project and timeframe the status report is for

Filename

-  Adobe Sign Implementation Project Status Report 04-08-22 WAVE 2, WEEKS 1-2.docx
-  Adobe Sign Implementation Project Status Report 04-08-22 WAVE 2, WEEKS 1-2.pdf
-  Adobe Sign Implementation Project Status Report 04-22-22 WAVE 2, WEEKS 3-4.docx
-  Adobe Sign Implementation Project Status Report 04-22-22 WAVE 2, WEEKS 3-4.pdf

Project Name

Include the Project Name on your status report.

Reporting Period

Include the reporting period. *Example: April 11-22, 20XX (Weeks 3-4 of 10)*

Prepared By

Type your name (the person serving in the role as Project Manager)

Current Status

Provide the current status of the project. You can use the RAG rating (Red, Amber, Green). Blue can be used to indicate if a project is put on hold.

	Green	On Track (and Complete for the final status report)
	Orange-Yellow	At Risk
	Red	High Risk
	Blue	On Hold

Project Schedule / Timeline

Include a timeline to show where the project is in relation to the entire project. You can create a simple table for this purpose.

Project Schedule

Planning	Wave 1: HR and ITS	Wave 2: BUS SERV and ADMIN	Wave 3: LLS, INNOV, and SS&P (JCCS)	Closure
Done July - Oct 2021 20 weeks	Done Nov 2021 - Mar 2022 25 weeks	In Progress Apr - May 2022 10 weeks	June - July 2022 10 weeks	August 2022 2 weeks

Body

- **Accomplishments:** Use the Accomplishments section to showcase all the great work that has been completed during this reporting period. Start with a past tense verb, like "Completed the Project Charter." If something major happened, put that first in the list.
- **In Progress:** This is what the Project Team is currently working on and it's not done yet. Start with an "-ing" verb, like "Working on the Communications Plan."
- **Next Steps:** These are the things that are right around the corner. Start with a verb, like "Schedule a meeting with the Advisory Committee."
- **Risks/Mitigation:** List anything current or new that might possibly impact the delivery or quality of your project. Include your mitigation strategy. For example: "Short timelines to complete the project. The mitigation is to hold daily standups to ensure the project is on track."

Appendix

If appropriate and/or valuable, include any appendices at the end of the report. For example, if the project is to develop an app or update a software feature, you could include a screenshot.

See the sample on the next page. A Status Report template (Word) is available for download.

Adobe Sign Implementation Project

BI-WEEKLY STATUS REPORT

Reporting Period

Prepared By

Current Status

April 11-22, 2022 (Wave 2, Weeks 3-4 of 10)

Reesa Fickett

On Track

Project Schedule

Planning	Wave 1: HR and ITS	Wave 2: BUS SERV and ADMIN	Wave 3: LLS, INNOV, and SS&P (JCCS)	Closure
Done July - Oct 2021 20 weeks	Done Nov 2021 - Mar 2022 25 weeks	In Progress Apr - May 2022 10 weeks	June - July 2022 10 weeks	August 2022 2 weeks

Accomplishments

- Published a *Common Ground* banner ad, a *Newsroom* [article](#), and *This Week* email to inform all SDCOE full-time employees about the launch of Adobe Sign and implementation next steps on Monday, April 11
- Completed a demo of the MS Outlook and Teams integration with Adobe Sign to the ITS Senior Leadership team on Thursday, April 14
- Provisioned 900+ full-time employees with Adobe Sign enterprise accounts

Wave 2: BUS SERV and ADMIN

- BUS SERV:**
 - Discussed forms for conversion with the Division Lead (Sakura) on Monday, April 18
 - Conducted a meeting with Business Services' Executive Steering Committee on Friday, April 22 to identify roles and responsibilities
- ADMIN:**
 - Conducted a training with Group Admins and Power Users on Tuesday, April 19
 - Scheduled an additional training on web forms on Wednesday, April 27

In Progress

- Converting Business Services and Administration forms to Adobe Sign forms/web forms (*see Appendix*)
- Working with Division Leads to encourage employees to start using their Adobe Sign enterprise accounts
- Promote the *SDCOE Learning Hub* > [Adobe Sign website](#)

Next Steps

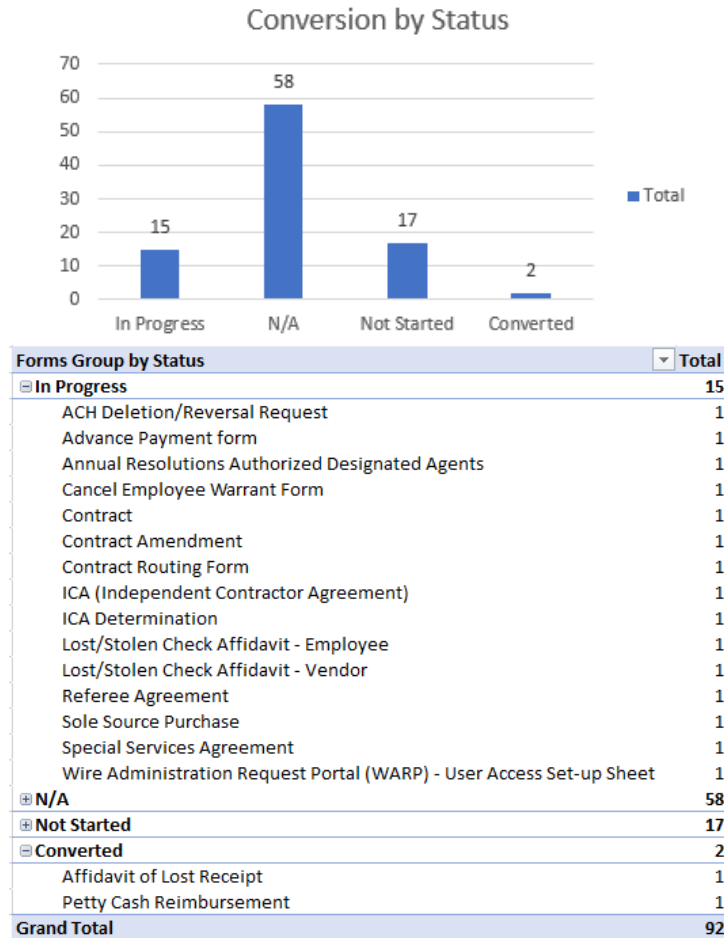
- Prepare for additional training on web forms with Group Admins and Power Users from Administration
- Test Business Services and Administration forms before use by their divisions
- Plan for rollout of the MS Teams and Outlook integrations with Adobe Sign

Risks/Mitigation

- Short timelines to complete the project – mitigation: work with Division Leads to ensure project is on track

Appendix

I. Current Status of BUS SERV Forms Converted to Adobe Sign



II. Current Status of ADMIN Forms Converted to Adobe Sign

