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SECRETARY OF STATE
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October 9, 2012

TO: Chairman Robin Weisz and Members of the Information Technology Committee

FR: Al Jaeger, Secretary of State

RE: Secretary of State Data Processing System = SOS File 2.0

I have attached a copy of the project's weekly status report, which was prepared this morning. The report has two significant indicators to report.

- On page three, it shows that the project is currently 1.9% under budget.
- On page four, it shows that the project is 0.3% ahead of schedule.

I am pleased by the project's status because this is a very complex project with a very detailed schedule. It is proceeding according to the plan adopted by both ITD and the Secretary of State's office.

SOS File 2.0 Weekly Status Report

Project Name:	Secretary of State – File 2.0
Sponsor:	Al Jaeger
Report Type:	Weekly Project Report
For Period:	27SEP2012 – 09OCT2012
Project Manager:	Beverly Maitland

EXECUTIVE SUMMARY

Overall Summary	Prior Status	Green	Current Status	Green
Green	The project is within 20% variance of the currently approved baseline for budget and schedule, and is expected to substantially meet all of the business objectives established in the startup report.			
Yellow	The project has exceeded 20% variance of the currently approved baseline for budget and/or schedule and is expected to substantially meet all of the business objectives established in the startup report.			
Red	The project is at risk of termination, or at risk of not substantially meeting the business objectives established in the startup report.			

Accomplishments/Progress for this reporting period:

Design Phase: 12APR2012 – 29NOV2012

- **Electronic Data Management System (EDMS):**

Date	9/27	10/8
% Complete	48%	58.4%

- SOS will not be using the Image Source tool.

- **Subscriptions**

Date	9/27	10/8
% Complete	85%	93%

- **System Reporting**

Date	9/27	10/8
% Complete	79%	100%

- **Non-UI Design :**

Spec	9/27	10/8
Entity Validation	97%	97%
Invoice	27%	45%
Apply/Security	23%	23%
Letter/Certificate Object	100%	100%
Output to XML	100%	100%

Output to PDF	100%	100%
Output to CS	100%	100%
Annual Report Automated Process	80%	90%
Annual Object Report	22%	22%
Bulk Document Scanning	0%	0%
Reports	40%	90%

Development Phase: 01SEP2012 – 02FEB2013

- Data Conversion Development – 92%
- Development has started on the following modules:
 - **Core Pages:**

Date	9/27	10/8
% Complete	48%	48%

- **Work Queues:**

Date	9/27	10/8
% Complete	30%	40%

- **Business Entity:**

Date	9/27	10/8
% Complete	34%	34%

- **Notes:**

Date	9/27	10/8
% Complete	55%	55%

- **Payment:**

Date	9/27	10/8
% Complete	8%	8%

COST MANAGEMENT

Summary		Prior Status	Green	Current Status	Green	
Green	Variance to cost is within 10%					
Yellow	Variance to cost equals or exceeds 10%, but is within 20%					
Red	Variance to cost equals or exceeds 20%					
Note: Costs listed in this report (Oct. 8, 2012) are representative of Sept. 24, 2012. Figures will be updated once final Q3 figures are available.						
Budget Type	Original Budget	Current Revised Baseline	Actual Cost	% Cost Variance	Over Under	Estimate at Completion
Budget Carryover/Project Initiation (*)	\$78,000	\$0	\$78,000			
ITD Planning & Analysis	\$426,000	\$0	\$492,951			
ITD Software/Licenses	\$2,448,946	\$0	\$429,544			
ITD Project Management	\$265,482	\$0	\$65,127			
SOS Project Expenses (e.g. backfill, equipment, training, etc.)	250,000	\$0	\$49,744			
Project Budget	\$3,468,428	\$0	\$1,115,366	1.9%	Under	\$3,468,428
Management Reserve (**)	\$109,572	\$0				\$0
Total Budget	\$3,578,000	\$0	\$1,115,366			\$3,578,000

(*) Funding from 2009-2011 allocation that was allowed to be used to initiate this project.

(**) Funding held in reserve for new scope that may arise, (e.g., training contracts, additional software functionality). Utilizing management reserve for new scope will enact a formal baseline change to the budget and/or schedule.

SCHEDULE MANAGEMENT

Summary		Prior Status	Green	Current Status	Green
Green	Variance to schedule is within 10%				
Yellow	Variance to schedule equals or exceeds 10%, but is within 20%				
Red	Variance to schedule equals or exceeds 20%				
Project Start Date	Original Baseline End Date	Current Revised End Date	% Schedule Variance	Ahead Behind	Estimated Completion Date
07/01/2011	10/03/2014		0.3%	Ahead	10/01/2014

SCOPE MANAGEMENT

Summary			
Change Control Log Summary			
Change #	Description	Action: Accept/Reject	Action Date
Comments:			
Deliverable Acceptance Log Summary			
Deliverable #	Description	Action: Accept/Reject	Action Date
Comments:			

RISK/ISSUE MANAGEMENT

Summary			
Risk Management Log Summary			
Risk #	Description	Action	Action Date
1	Distributed Capture and scanning - EDMS	Decision made to not use Image Source product	09/21/2012
2	Coordination of environment design and ITD Infrastructure	Environments in process of being set up with new infrastructure	03/01/2013
Comments:			
Issue Management Log Summary			
Issue #	Description	Action	Action Date
Comments:			

