

NITC 1-203

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 1-203

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 (Word Document)

HISTORY: Adopted on November 12, 2008. Attachment A revised by the Technical Panel on April 12, 2011 and August 9, 2011.

PDF FORMAT: <http://nitc.ne.gov/standards/1-203.pdf>

Project Status Form

General Information					
Project Name				Date	
Sponsoring Agency					
Contact		Phone	Email	Employer	
Project Manager		Phone	Email	Employer	
Project Start Date	mm/dd/yyyy	Project End Date	mm/dd/yyyy	Revised End Date	mm/dd/yyyy
Key Questions				Explanation (if Yes)	
1. Has the project scope of work changed?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Will upcoming target dates be missed?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the project team have resource constraints?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there problems or concerns that require stakeholder or top management attention?				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Summary Project Status						
Any item classified as red or yellow requires an explanation in the Status box that follows 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	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
2. Schedule	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
3. Budget (capital, overall project hours)	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
4. Scope	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
5. Quality	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
Color Legend						
	<i>Project has significant risk to baseline cost, schedule, or deliverables. Requires immediate escalation and management involvement.</i>					
	<i>Project has a current or potential risk to baseline cost, schedule, or deliverables. PM will manage based on risk mitigation planning.</i>					
	<i>Project has no significant risk to baseline cost, schedule, or project deliverables.</i>					

Monthly Status Summary

Provide a summary of the project status since the last reporting period. (This summary will become part of the monthly NITC Dashboard.)

--

Significant Milestones (Met, Not Met, Scheduled) Insert additional lines as necessary.

Milestone	Met	Not Met	Scheduled	Original Date	Actual Date	Impact (if late)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Project Issues Insert additional lines as necessary.

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

Impact: **H=High** - major impact on time, scope, cost. Issue must be resolved. **M= Medium**- moderate impact to time, scope, cost. **L=Low**- Issue will not impact project delivery

Project Risks Insert additional lines as necessary.

Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party

Decision Points Insert additional lines as necessary.

Use this section to document any major decisions that impact target dates, scope, cost, or budget.

Decision Point	Decision Due Date	Decision made by (name or names)	Decision's Impact on Project

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.

Additional Comments / Concerns Use this section to insert comments / concerns not included in any other section.

--