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# NITC 1-203 DRAFT

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**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

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VERSION DATE: DRAFT - September 5, 2008
HISTORY:
PDF FORMAT: (to be added)
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# 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<br>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<br>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<br>Name or Names | Decisions Effect on Project |
| | | | |
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| | | | |

| 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 |
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| Additional Comments / Concerns |
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