

Recently Completed Activities

- Finalized On-site Agenda
- Microsoft Fabric Discussion (8/22)
- Microsoft Fabric impact document for the ERP RFP project

Risks and Issues

Risk/Issue Mitigation

Upcoming activities and deliverables

- On-site Meetings (9/4-9/6)
- Utility Billing Remote Meetings (week of 9/9)

Status indicators

Overall **On track** | At risk | Off track (***Bold overall status***)



Timeline	• Is project on track in line with high-level timeline? • Are any tasks slipping?	Yes/No Yes/No	
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Budget	• Percent of budget expended? • Percent of time expended?	28% 25%	
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Risks	• Are any risks currently impacting delivery?	Yes/No	
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Legend

On track
 At risk
 Off track



High Level Timeline

	Project Week														
	July 22	July 29	Aug 5	Aug 12	Aug 19	Aug 26	Sep 2	Sep 9	Sep 16	Sep 23	Sep 30	Oct 7	Oct 14	Oct 21	Oct 28
Kickoff Call with City's Project Team	Completed														
Schedule Weekly Status Meetings		Completed													
Develop draft project plan, timeline, resource commitments and overall roadmap		Completed	Completed												
Review Call with the City to review draft Project Plan and Timeline				Completed											
Finalize Project Plan and Timeline according to feedback				Completed	Completed										
Develop tailored interview questions for Stakeholder Interviews					Completed	Completed									
Identify project stakeholders from various departments					Completed	Completed									
Conduct Needs Assessment Interviews (onsite)							In Progress								
Examine current state processes							In Progress	In Progress							
Document areas for improvement with a modern ERP solution								In Progress	In Progress						
Define system and integration requirements									In Progress	In Progress					
Facilitate working sessions to update system and integrations requirements											In Progress	In Progress			
Present results to the City													In Progress		
Develop a list of suitable products provide reviews based on the needs of the City														In Progress	In Progress
Develop comprehensive cost projections for the proposed solution														In Progress	In Progress

Completed
In Progress
Scheduled

