Information technology Project Oversight Framework

SIMM Section 45E

Project Status Report (PSR) Template

The Project Status Report (PSR) is designed to convey the overall status and progress of the Information Technology (IT) project to the California Department of Technology (CDT) and to all other interested parties within the state and local government or the public.

The PSR format is designed to standardize high level metric reporting in Sections 1 & 2 while at the same time allowing a Project Manager/Director (PM) to use the project’s operational tools and artifacts when reporting specific project status information in Section 3.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | [Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section)

Version History

| Revision | Date of Release | Owner | Summary of Changes |
| --- | --- | --- | --- |
| Major Revision | December 2017 | California Project Management Office | Aligns with revised Independent Project Oversight Report (IPOR) ensuring alignment with cost, schedule and scope metrics. |
| Minor Revision | February 2023 | California Project Management Office | Aligns with the PAL March 2022 updates. Projects are required to review and update the project objectives identified in PAL Stage 1 (Section 1.7 Business Outcomes Desired) in PAL Stage 4 (Section 4.6 Business Objective Valuation). |

Table of Contents

[Section 1: Overall Evaluation 4](#_Toc497744625)

[1.1 Key Information (must include): 4](#_Toc497744626)

[1.2 Key Questions: 4](#_Toc497744627)

[1.3 Variance Table: 5](#_Toc497744628)

[1.4 Variance Detail Chart: 6](#_Toc497744629)

[1.5 Look Ahead View: 7](#_Toc497744630)

[Section 2: Cost Report 8](#_Toc497744631)

[2.1 Cost Table: 8](#_Toc497744632)

[Section 3: Project Status 10](#_Toc497744633)

[3.2 Example Iteration Table: 12](#_Toc497744634)

[3.3 Example Product Burndown Chart: 13](#_Toc497744635)

# Section 1: Overall Evaluation

## **1.1 Key Information (must include**):

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | Project Number: |  |
| Department Name: |  | Agency Name: |  |
| Reporting Period: |  |  |  |
| Most Recent Project Approval Document: |  | Date of Most Recent Project Approval Document: |  |
|  |  |  |  |

## **1.2 Key Questions**:

The answers to the questions below must relate to the most recent project approval document -- see Project Approval Lifecycle (PAL) document or Special Project Report (SPR).

|  |  |
| --- | --- |
| Question: | Yes/No: |
| Is the project on track to satisfy the customer’s business objectives? | ... |
| Is the project on track to achieve the objectives in the approved timeframe? | ... |
| Is the project on track to achieve the objectives within the approved budget? | ... |

If the response to any of the Key Questions is “No,” provide an explanation:

Click here to enter text.

Total number of Stage 4 Project Readiness and Approval (SPRA) objectives: Click here to enter text.

Total number of Stage 4 Project Readiness and Approval (SPRA) objectives achieved to date: Click here to enter text.

## **1.3 Variance Table:**

The Variance Table shows variances from the most recent California Department of Technology (CDT) project approval document – PAL document or SPR.

**Variance Table**

|  | On Plan<5% | Caution5 – 10% | Significant Variance>10% | Comments and Action Required |
| --- | --- | --- | --- | --- |
| Schedule |  |  |  |  |
| Milestones |  |  |  |  |
| Deliverables |  |  |  |  |
| Resources |  |  |  |  |
| One Time Cost (Planning and Project) |  |  |  |  |
| Future Operations IT Staff and OE&E Cost |  |  |  |  |

## **1.4 Variance Detail Chart:**

Any responses indicating variance to approved project plans must include primary cause, project impact, and action planned and/or taken.

| **Question (during the reporting period)** | **Yes/****No** | **Cause** | **Impact** | **Action Planned and/or Taken** |
| --- | --- | --- | --- | --- |
| 1. Were any recent milestones not completed on schedule?
 |   |  |  |  |
| 1. Were any key deliverables rescheduled?
 |   |  |  |  |
| 1. Was work done that was not planned?
 |   |  |  |  |
| 1. Were there any changes to the scope?
 |   |  |  |  |
| 1. Were any deliverables or milestones removed?
 |   |  |  |  |
| 1. Were any scheduled tasks not started?
 |   |  |  |  |
| 1. Are there any new major issues?
 |   |  |  |  |
| 1. Are there any staffing problems?
 |   |  |  |  |

## **1.5 Look Ahead View:**

Any responses indicating potential variance to approved project plans must include project impact and required action.

| **Question** | **Yes/****No** | **Impact** | **Action Required** |
| --- | --- | --- | --- |
| 1. Will any upcoming critical path milestones or deliverables miss their planned completion date(s)?
 |   |  |  |
| 1. Do any key milestones or deliverables need to be rescheduled?
 |   |  |  |
| 1. Is there any unplanned work that needs to be done?
 |   |  |  |
| 1. Are there any expected or recommended changes to the scope?
 |   |  |  |
| 1. Are there any deliverables that should be removed from the plan?
 |   |  |  |
| 1. Are there any new major issues foreseeable?
 |   |  |  |
| 1. Are there any staffing problems anticipated?
 |   |  |  |

# Section 2: Cost Report

**2.1 Cost Table:**

[Use the Executive Cost Summary from the Financial Analysis Worksheets (FAWs) of the most recent PAL or SPR for the Last Approved Budget amounts. For the respective reporting period, enter the cumulative actual costs expended as of that date. Add comments, as needed, to explain positive or negative variances to the approved budget.

**Note:** If the project was originally approved via the Feasibility Study Report Process, reference the Economic Analysis Workbook (EAW) from the FSR or from the SPR for the Last Approved Budget amounts.]

|  Reporting Period: (*August 1, 2016 - August 31, 2016*) |
| --- |
|   | Last Approved Budget ($) | Cumulative Actual Cost ($) | Comments |
| **IT Project Costs (One-Time)** |   |   |  |
| Staff (Salaries & Benefits) |  |  |  |
| Staff OE&E Rollup (Gen. Exp.; Printing, Comm.; Postage; Ins.; Travel – In/Out of State; Training; Fac. Ops.; Utilities) |  |  |  |
| Consulting & Prof. Services: Interdepartmental  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Consulting & Prof. Services: External  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Consolidated Data Centers |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Information Technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  Reporting Period: (*August 1, 2016 - August 31, 2016*) |
| --- |
|   | Last Approved Budget ($) | Cumulative Actual Cost ($) | Comments |
| Misc. OE&E Rollup (Dept. Services; Central Admin. Services; Office Equip.; Other; Unclassified/Special Adjustment; Local Assistance) |  |  |  |
| **Total IT Project Costs (One-Time):** |  |  |  |
| **Future Operations IT Staff and OE&E Costs (Continuing)** |  |  |  |
| Staff (Salaries & Benefits) |  |  |  |
| Staff OE&E Rollup (Gen. Exp.; Printing, Comm.; Postage; Ins.; Travel – In/Out of State; Training; Fac. Ops.; Utilities) |  |  |  |
| Consulting & Prof. Services: Interdepartmental  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Consulting & Prof. Services: External  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Consolidated Data Centers |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Information Technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Misc. OE&E Rollup (Dept. Services; Central Admin. Services; Office Equip.; Other; Unclassified/Special Adjustment; Local Assistance) |  |  |  |
| **Future Operations IT Staff and OE&E Costs (Continuing):** |  |  |  |
| **TOTAL:** |  |  |  |

# Section 3: Project Status

[The following information must be clearly identifiable in your PSR but can be supplied in any form or format. The artifacts provided should be those that are typically used in the standard practice of project management as applicable for the selected software development methodology for the purpose of tracking and communicating about project progress.

The checkboxes and content informational instructions are for guidance only and may be removed from your PSR submission.]

[ ]  Current Status/Accomplishments/Key Information

[ ]  Schedule and Scope Management

* + Project Schedule at the major milestones level
		- Milestone name
			* For adaptive (e.g. agile) development – show the planned iterations with repeated durations
			* Show anticipated release dates
			* For predictive development – show planned deliverables
			* Show major tasks that are dependencies for implementation
		- Completion status (% Complete)
		- Baseline start date
		- Target start date
		- Actual start date
		- Baseline finish date
		- Target finish date
		- Actual finish date
		- Variance
* For adaptive (e.g. agile) development,
	+ - Provide project velocity tracking document (artifact or table) of team’s history of iteration work planned and completed within the pre-defined work intervals
		- Provide product burndown chart showing the change in numbers of stories or story points from start of project to the current reporting period
* Number of Change Requests to approved baseline (i.e., those generated by missed or new requirements). This count will be of those approved during the month. If the approved changes will require a contract amendment, report that number as a subset of the count of those approved.

[ ]  Support Contracts (provide information below for each contract)

* + Purpose
	+ Supplier name
	+ Term
	+ Total contract amount
	+ Amount expended to date
	+ Contract start date
	+ Contract expiration date

[ ]  Risk Register

* New risks
* Risks closed during this period
* Each risk must include:
	+ - Risk ID #
		- Risk title
		- Date identified
		- Probability (High, Medium, or Low)
		- Impact (High, Medium, or Low)
		- Timeframe
		- Response strategy
		- Status (Open, Closed)
		- Risk resolution description (for closed risks)

[ ]  Issue Log

* + New issues
	+ Issues closed during this period
	+ Each issue must include:
		- Issue ID #
		- Issue title
		- Date identified
		- Impact Rating (High, Medium, or Low)
		- Target Resolution Date / Issue Closure Date (for closed issues)
		- Issue resolution description (for closed issues)

[ ]  Quality

* + Customer satisfaction – provide approach and results for ensuring customer satisfaction
	+ Continuous improvement of the IT solution – provide approach and results for accomplishing continuous improvement
	+ For predictive design and development projects, provide the % of requirements tested and successfully passed by testing phase, and of those requirements that did not successfully pass, provide the count of defects by severity level
	+ For adaptive development, provide a technical debt table reflecting all Sprints completed to date showing the % of requirements for which defects were found and not resolved during the Sprint

[ ]  Resources

* + Provide planned versus actual resources for state and contractor staff for the reporting period
	+ Compare to prior month
	+ Vendor performance – report on any negative variances attributable to the vendor.
	+ Report on any specific risks or issues attributable to the vendor.

##

## **3.2 Example Iteration Table:**

[For projects using an adaptive development methodology, list all iterations with the scheduled start and finish date and provide the following information to determine the total number of Sprints and how they align with the project schedule.

To calculate Velocity, take the sum of the total completed Story Points and divide by the number of iterations completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Iteration** | **Start** | **Finish** | **# Story Points Committed** | **# Story Points Completed** | **Average Velocity** |
| *Sprint 1* | *8/4/2016* | *8/22/2016* | *100* | *80* | *(80)/1 = 80* |
| *Sprint 2* | *8/30/2016* | *9/14/2016* | *110* | *90* | *(80+90)/2 = 85* |
| *Sprint 3* | *9/21/2016* | *10/5/2016* | *100* | *100* | *(80+90+100)/3 = 90* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: Projects using hours to estimate level of effort instead of Story Points may report the hours planned and completed to calculate the Velocity.]

## **3.3 Example Product Burndown Chart:**

[This example represents the count of story points at the end of each sprint. The declining count of the burndown chart is either a result of removed stories or completed stories. New or removed stories occur from the decisions made with the concurrence of the Product Owner in a process referred to as “backlog grooming”. By recognizing removed stories discretely, the Product Burndown Chart can show the trend of success toward completing all required work.]

