

IT Service Inventory

Status Report

As of 1/26/17

Project Status: **On Target**

Accomplishments since 1/17/17

1. Set up regularly scheduled meetings with team
2. Explored merger with IT Spend project and determined they would not merge
3. Finalized a workable project charter
4. Developed a process flow diagram to guide timely completion
5. Began testing a template design, modified based upon feedback from SCIDs
6. Identified approach for keeping Don, Rafi, and Nick informed about progress

Next Steps

1. Revise target dates for task completion on the work breakdown structure
2. Finalize the template based upon user feedback
3. Draft template instructions
4. Finalize the template distribution list
5. Determine need for a 'soft' rollout with select SCIDs to assure ease of use
 - a. If needed, segment distribution list and initiate testing
6. Determine need for open forums to allow Q&A from contacts
7. Draft communications for rollout(s) to divisional contacts
8. Initiate full launch of project across SCIDs

Concerns / Issues

1. No concerns at this time.