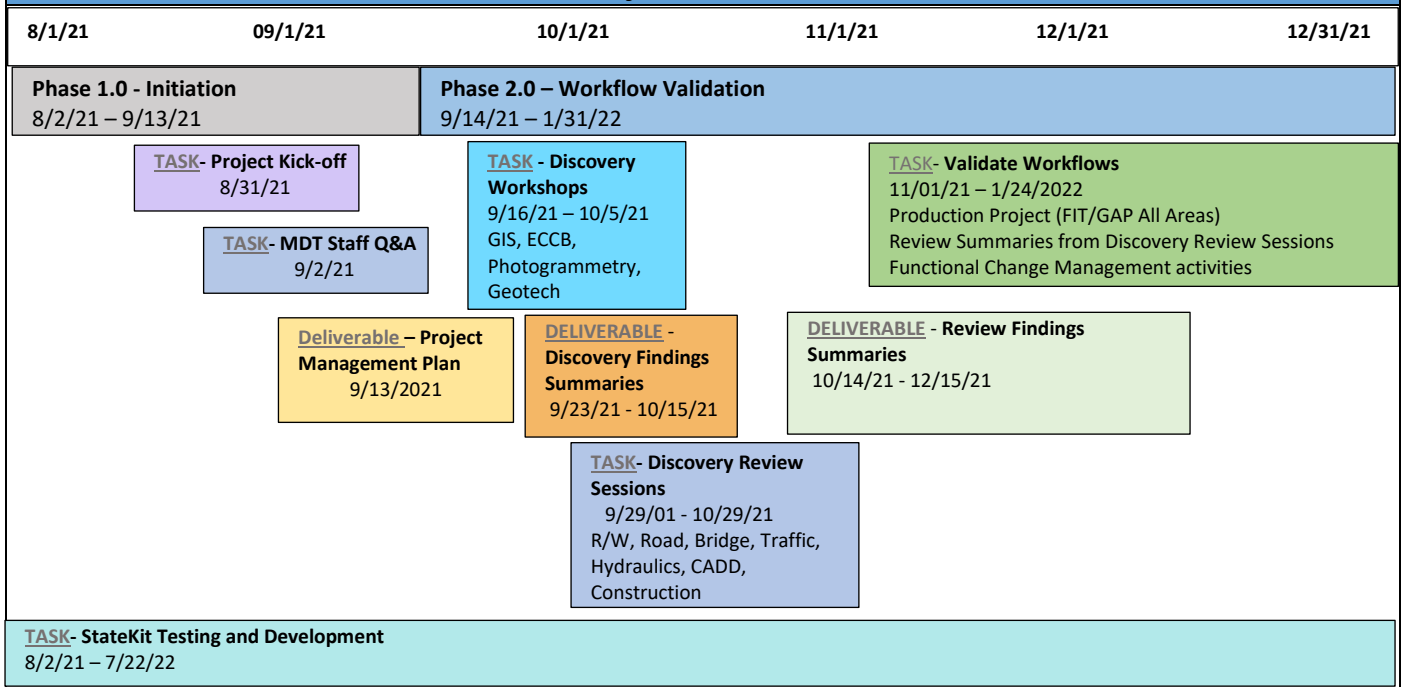


Project Status Report

Project Name	2063-099 CADD Implementation Project	Project Summary - The Implementation Project has moved out of phase 1.0 into phase 2.0 as scheduled. All project tasks and activities are being actively managed and completed per the project plan and timeline. No obstacles to report currently.
Project Managers	Kathy James, Patrick Lane, Matt Vega (U.S.CAD)	
Status Date	30-Sep-2021	

Project Key Parameters		Comments
Schedule	On-Track / Delayed / Off-track	The project is meeting its intended schedule
Resources	On-Track / Delayed / Off-track	All required resources are available
Scope	On-Track / Delayed / Off-track	Project is within defined scope of services

Project Schedule



Project Risks and Issues (Top 3)

Risk	Risk / Issue Description	Status	Current/Planned Activities
Risk 1	Staff feelings of fear, change, concern	Open	Q & A Sessions; Communications; Early Adopters
Risk 2	Staff resistant to standardized workflows and process, prefer the status quo	Open	Develop a strategy to explain the change including benefits and goals; Provide short videos and walkthroughs for workflows
Risk 3	Staff resistant to change	Open	Develop a training and mentoring plan

Accomplishments / Milestones

Several accomplishments were made during the month of September including the delivery and acceptance of a PMP plan, the completion of 4 of the 5 Documented Discoveries, and a project team risk management workshop. Discovery write-up deliveries are underway as well as preparations for functional area workflow reviews. One major milestone was achieved which was the alignment and delivery of the Detailed Project Plan.

Budget

Total Budget: \$739,453	Payments: \$73,945	Balance: \$665,508
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