

UW Enterprise IT Projects

Project Portfolio Executive Summary - 12/31/21

Project	Sponsor	Oversight Level *	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Finance Transformation Combined Program	Mark Richard Chris Mercer	3 - OCIO							\$149,364,000	\$339,906,000
Advancement CRM Replacement	Julie Brown Dan Peterson	3 - OCIO							\$3,822,000	\$4,000,000
Clinical Trials Management System	John Slattery	2 - UW	(A) <i>final</i>						\$12,257,000	\$15,704,000
UWM Data Analytics Warehouse	Mo Broom, Richard Goss	2 - UW							\$3,718,000	\$5,031,000
Electronic Document Management System Replacement	Anja Canfield- Budde	2- UW							\$513,000	\$1,100,000
Continuum Online Apps	Marlon Buchanan	2 - UW	<i>cancel</i>						\$213,000	\$600,000
MSIM Online Program Management	Anind Dey	2 - UW	(A) <i>final</i>						\$226,000	\$216,000
Public Records	Ann Anderson	1 - UW	(A) <i>final</i>						\$1,050,000	\$1,150,000
UWF AiMR	Tim Rhoades	1 - UW							\$107,000	\$403,000
UWT Slate	Mentha Hynes- Wilson	1 - UW	(A) <i>final</i>						\$147,000	\$150,000
Gradescope	Aaron Timss	1 - UW							\$158,000	\$265,000

11 projects



\$171.6M

\$368.5M

Notes:

(A) Congratulations to Clinical Trials, MISIM Online Program Management, Public Records, and UW Tacoma Slate for successful completion of their projects!






Program Operations	Executive Leadership	Major Projects Interdependencies Assessment		<i>Note: ISC and UW-IT resources are tracked within the major projects' budgets</i>
Integrated Service Center	Ann Anderson	UW Enterprise impacts		<p>Overall status: Green-Yellow.</p> <p>The ISC has numerous open projects, and the largest projects at this time are:</p> <ul style="list-style-type: none"> • HB2669 – currently in requirement gathering for implementation in June 2022, • UWFT – FT Program work and updates are captured in the FT Pillar updates. <p>Regarding Issues and Mitigations...</p> <ul style="list-style-type: none"> • Staffing – the ISC is experiencing attrition and the subsequent recruiting and on-boarding that impacts our resourcing. • Prioritization – Our project work continues to be fluid and heavily dependent upon state statutes and regulations. Any new large project work is submitted and reviewed by the Workday Committee for prioritization and, if needed, resourcing and funding.
UW-IT	Aaron Powell	UW Enterprise impacts		<p>Overall rating: Yellow</p> <ul style="list-style-type: none"> • COVID Impacts – UW-IT is closely monitoring operations, as COVID impacts are taking a toll amongst staff. • MyChem – The new application to track the UW's chemical inventory, MyChem, is now live. Roll-out going smoothly. Thanks to EH&S for good collaboration! • Title IX Compliance Reporting – now live. Thanks to the Title IX Office for personalized thank you letters to UW-IT teams! • UW FT – Key decisions remain open across all program areas, at times are made without input from key stakeholders. Enterprise financial reporting starting to make progress thanks to clear charge, clear roles and responsibilities and a new workstream leader. • Adv CRM (UW-IT internal supporting project) – Schedule is in jeopardy due to multiple staff members leaving and challenges in filling and onboarding vacancies. • Staffing Risks – In addition to above, the two major projects, UW FT and Adv CRM, are at risk due to staffing.

UW Enterprise IT Projects

* Oversight Level Key

1. Overseen by UW management and staff.
Requires OCIO approval and reporting if over delegated authority.
2. OCIO approval required and regular project reporting.
Quality Assurance (QA) reporting required, maybe internal or external.
OCIO may recommend project to be full Technology Services Board (TSB) oversight.
3. High severity and/or high risk, subject to full TSB oversight, which includes TSB approval, written reports to the TSB, periodic status reports to the TSB by the agency director and staff, and submission of other reports as directed by the TSB.
External QA reporting required.

* Project Health Key

-  Project is on time, on budget, and within defined scope, with minimal issues.
Overall Risk Rating of 5-10 is Green
-  Changes to scope, budget, or resources have placed project at some risk.
Project has the potential for delays, cost or scope changes.
Overall Risk Rating of 11-17 is Yellow
-  Major changes to scope, budget or resources have placed project at critical risk. One or more of the following must change in order to proceed: project schedule, resources, budget, scope.
Overall Risk Rating of 18-25 is Red

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Finance Transformation Combined Program

Project	Sponsor	Program Area	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Finance Transformation Combined Program	Mark Richard Chris Mercer		14	2	3	3	3	3	\$149,364,000	\$339,906,000
Functional	Paula Ross	Program	14	2	3	2	4	3	\$14,435,479	--
Technical	Gail Rogers	Program	15	2	3	3	3	4	\$21,682,076	--
Change Management	Jeff Bishop	Program	12	2	3	2	1	4	\$4,136,869	--
Project Management	Elise Barho	Program	11	2	2	2	3	2	\$4,558,155	--

Enterprise Systems Remediation

UW Medicine	Sarah Cantwell		17	4	3	3	4	3	\$7,026,670	--
Research Administration	Ryan Green		14	2	3	3	3	3	\$5,445,673	--
Finance Readiness Program	Jeanne Marie Isola		14	3	3	3	2	3	\$4,825,656	--
Integrated Service Center	Greg Koester		12	2	2	2	3	3	\$817,439	--
UW-IT	Rob McDade		13	2	3	3	3	2	\$4,105,163	--

Departmental Systems Remediation (Campuses, Schools, Colleges, Departments, Auxiliaries)

Unit Readiness	Overall readiness of academic, medicine and administrative units	Y	The Systems Design Support (SDS) program has completed all sessions for Groups 1, 2, and several key systems that need special attention. The sessions for Plan and Manage the Business (PMTB) process area are delayed due to the Adaptive project and will run concurrently with that project. Retirement sessions are scheduled and will be starting in Jan. Outside of the SDS sessions, the program has not fully engaged with campus on topics such as testing and cutover.						--	--
Side System Remediation	Overall status outside the Core Impl. Program and Collab Partners	Y	The TCM team is tracking progress as systems are remediated (e.g., plans, dates, current-future state mappings). Some systems are behind in their deliverables and escalations are proceeding to assist them. There is not enough for most systems to ascertain which cycle of End To End testing they will be ready to complete. The TCM team will be holding workshops and another conference in Q1 to support the units in various topics.						--	--

Overall Program Status: The program remains in YELLOW status. We are seeing an improvement in the Resource ratings across the program. We found a UW Test Lead and are working with the vendor to finalize the agreement so the resource can begin in early January. We are continuing our focus on closing the bulk of the open design decisions by the end of the calendar year and have closed more than 60 percent. The effort to close the remaining items will continue over the next two weeks.

Updated 01/07/22, by Christopher Mercer

Project Portfolio Executive Summary - 12/31/21

Advancement CRM Replacement

Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Advancement CRM Replacement	Julie Brown Dan Peterson	3 - OCIO	15	2	4	2	4	3	\$3,821,995	\$4,000,000

STATUS:The schedule is at jeopardy due to the impact of multiple staff members who left this Fall and the difficulty to fill these vacant positions and onboard in a timely manner. Completion of deliverables is slow going as a result of resource constraints, holiday schedules, and other institutional priorities. Project team is evaluating the go-live criteria and reassessing priority on remaining body of work. Team will report out results and provide recommendations to leadership in the coming month.

REQUIREMENTS: Team completed requirements gathering on gift templates, completed data validation test cases for all but two sprints, and continuing to evaluate change requests.

DEVELOPMENT/CONFIGURATION: Anthology continues to fix bugs identified in testing and work on development for approved change requests. Team will review gift template requirements, determine effort, and begin development next.

DATA MAPPING & MIGRATION: Data mapping team completed a full Advance (old CRM) data load to Tandem (new CRM) in various test environment. Continuing to refine the process for speed improvements and monitoring space utilization to determine additional space purchase.

REPORTING: Data roadshow (including SQL Server Intro) held in early December. Questionnaire was sent at the end of the demo to inform the database security model development.

SYSTEM INTEGRATION: Advancement and UWIT-EFST and UWIT-EDW met to review and are in alignment with scope of work, timeline, and risks. No new changes. Team will reengage in February.

TESTING: Functional testing completed for 33 out of 35 sprints, in progress for one, and on hold for one due to integration. Data validation and E2E Gift Services parallel lite-testing is continuing. Outlook UAT completed. UAT in progress for two applications. HYDRX testing in progress.

TRAINING: Team began to set up training content in SAP Litmos. A subset of the project team have reviewed a preliminary draft of one training module in SAP Litmos: training content and new system is excellent.

CHANGE MANAGEMENT: Communication plan has been reviewed by leadership - team continuing to add content to the plan.

OPERATIONS: The framework to automate security role setup in Dynamics for licensed users is complete. User analysis to determine who will make up the two groups for early training in February is close to completion. Order of operations is finalized for onboarding users who need Outlook integration in the future. Hypercare team is formed and a support plan for after go-live is in place.

RISKS/ISSUES: Six staff members have left this Fall. Eight positions (five due to staff turnover, three net new) approved by leadership. Open positions to be filled: data engineer, testing, project manager, training/change management manager, business application support and reporting analyst.

per Julie Ngo on 12-23-21

Project Portfolio Executive Summary - 12/31/21

Clinical Trials Management System										
Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Clinical Trials Management System	John Slattery	2 - UW	13	5	2	2	2	2	\$12,256,716	\$15,704,000
<p>Status: The CTMS teams and central offices at Fred Hutch, UW and SCCA launched CTMS Target 3 for all new studies as planned on Sep 13 2021! Post Start-Up amendments have gone live on 12/1 for UW Non Onc and on an opt-in basis for Oncology. Backload processes are live for all teams on an opt-in basis. The project has been transitioned into Operations and has sunset as planned on 12/31/2021. Arriving at this timepoint is a huge milestone for all 3 institutions - congratulations to all the teams who have been part of this effort over the last several years. Project has been underspending relative to budget in FY 19, 20, 21. This is largely due to inability to fill planned positions due to lack of availability of resources in the market that met the criteria for roles (e.g., change management, functional lead role etc.). Significant work was absorbed by existing team members to offset the open positions, which resulted in a very stretched team. A comprehensive project closeout report has been developed and reviewed with Executive Sponsors.</p> <p>Upcoming Major Milestone:</p> <ul style="list-style-type: none"> Project has sunset as of 12/31/2021 <p>Project Risks:</p> <ul style="list-style-type: none"> Scaling of central services across 3 institutions for T3 is a significant undertaking - continuing to actively monitor staffing levels and turnaround times as part of operations is crucial Training and adoption for central offices and study teams needs to be an ongoing investment as part of operations Project has been underspending relative to budget in FY 19, 20 and 21. This is largely due to inability to fill planned positions due to lack of availability of resources in the market that met the criteria for roles (e.g., change management). Significant work was absorbed by existing team members to offset the open positions, which has resulted in a very stretched team. Project will close below budget. Amendments and Backloads are still on an opt-in basis - transitioning these to required workflows is crucial. CTMS Steering Committee will need to review and establish a date in partnership with study teams <p>Note: financials reported as of December 2021, per preliminary December BVA provided by UW School of Medicine. Budget rating red due to underspending. Project numbers are final (based on December accruals for one of the line items and actuals for others). A credit of approx \$1000.00 will apply in January based on an accrual that is higher than the actual.</p>										
per Ganga Subramanian 12/31/2021										final

Notes:

(A) Congratulations to Clinical Trials, MISM Online Program Management, Public Records, and UW Tacoma Slate for successful completion of their projects!

UWM Data Analytics Warehouse										
Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
UWM Data Analytics Warehouse	Mo Broom, Richard Goss	2 - UW	24	5	5	5	5	4	\$3,718,000	\$5,031,000
<p>Status Since the go-live for Clinical data on 5/24/21, the team has focused on stabilization/optimization of the DAWG product and establishing further EDW functionality. This continued through December 2021. The program is currently focused on re-baselining the program and addressing operational performance issues.</p> <p>Recent Activity</p> <ul style="list-style-type: none"> • Identified need to address tool and backend server performance, framed plan to replace the server, and are implementing the plan. Framing plan to address the performance of the backend server. • Initial attempt to re-baseline the program plan to address the program schedule and budget risks not accepted. Program reapproaching what the scope of the program is and then revising plan. • UW Medicine maintains an analytics engine called Enterprise Data Warehouse, or often, EDW. Migrating users off of EDW and onto other platforms, DAWG included, is a prerequisite for retiring the EDW platform. The responsibility for retiring the UW Medicine EDW is now in scope of the DAWG program. <p>Next Major Milestones</p> <ul style="list-style-type: none"> • Re-baseline program schedule to include capitalization task identification: 1/15/22 • Complete planning for addressing DAWG performance: 1/31/22 <p>Risks/Issues</p> <ul style="list-style-type: none"> • Although mostly internal labor, program costs are beyond the planned budget for FY23. Establishing a new plan to address actual and future work. Re-baselining the program. • Retirement of the EDW will need to be resourced 										
<p><i>Updated by Tom Guthrie 1/5/22 <reviewed by Eric Neil and Kristal Mauritz-Miller></i></p>										

Electronic Document Management System Replacement

Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Electronic Document Management System Replacement	Anja Canfield-Budde	2- UW	14	1	4	1	5	3	\$513,116	\$1,100,000

This is final implementation/migration/go-live phase of the Oracle (WebCenter) Replacement Project (ORP). We are implementing DocFinity Enterprise Document Management (EDM) software solution, and will be migrating existing customers to DocFinity. This will be a SaaS implementation, provided by Companion Data Services (CDS) company.

Status:

- Status is still reported as yellow due to ongoing lack of resources on the EDM team and slower pace of completion of some of the design tasks on the vendor (CDS - Companion Data Services) side.
- Collaboration with CDS's Professional services team on Docfinity setup started in June, and system design and prototyping is still in progress. Completion of the DocFinity system design is planned for by end of the year or early in January after design for first five identified customers is completed. Those customers represent most common and a mix of easy to very complex use cases.
- Identified high priority Accessibility issues in DocFinity were fixed and approved by UW Accessibility team in November and December.
- Customer Phased Migration planning in progress and detailed schedule is expected in January.
- Team completed selection of Zonal Capture tool and have selected Advance Capture provided by CDS. The contract is amended and implementation is planned for early next year, in parallel with the migration work.
- Great progress was made with Record Management (RM) processes in DocFinity system, in collaboration with the RM Office. Work continues with cleanup and setup of document retention policies before the migration, as some of the retention rules are not setup in the WebCenter (Oracle).
- EDM team did a Kick off related to integrations/Application Programming API updates with all impacted departments in late September. More work is needed before we can migrate those departments and work is ongoing on all impacted web services.
- **Risk:** Only one of EDM's three vacant position have been filled late in October with a new business analyst. There is an opening for another Business Analyst and hiring is in progress. The for Quality Assurance/Software Development Engineer in Test position was vacated by a departure in September.

Short term mitigations:

- myFD team is providing temporary testing assistance for accessibility work. – in progress

Long term mitigations:

- Evaluate longer term need for Quality Assurance/Software Development Engineer in Test resources given our shift from a custom user interface to a SaaS-based solution.

Next Steps:

- Develop detailed schedule for Phased Customer Migration in January and re-evaluate feasibility of completing all development and migrations before end of May 2022, when our current Oracle contract expires.
- Start customer demos and training, continue Communication and Change Management.
- Continue integrations/Application Programming Interface (API) work and re-engage impacted departments to complete development and testing.
- Continue conversations with each customer to validate current use cases, identify pain points and future goals, flesh out internal documentation, and understand ideal migration timing. Start building out profiles for all departments in the DocFinity.
- Continue partnering with Records Management Office to review current retention policies.
- Test DocFinity system prototypes to validate the design decisions.
- Plan and implement Advanced Capture in time for Procurement migration.

Snezana Popovic. 12/16/2021

Continuum Online Apps

Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Continuum Online Apps	Marlon Buchanan	2 - UW	21	5	5	5	5	1	\$213,282	\$600,000

Project Cancelled:

- Project is cancelled based on completion of the prerequisite project triggering a significant shift in direction based on environment and strategy changes in the unit.
- The pre-requisite project, aimed at re-architecting our Salesforce implementation to adopt the new standard EDA (Educational Data Architecture), launched 11/8/21. Following the conclusion of that project, UWC2 re-evaluated this project and determined that it should be cancelled.

Chris Powell, 1/3/22 **cancel**

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MSIM Online Program Management										
Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
MSIM Online Program Management	Anind Dey	2 - UW	6	1	1	2	1	1	\$225,590	\$215,663
<p>Executive Summary - The iSchool's MSIM online program has progressed from the launch phase to a stabilizing maintenance phase and is gearing up for scale. The team surpassed the enrollment goal (46 enrollments post add/drop on a goal of 25) for the Autumn term, generating an additional \$692,250 in lifetime revenue this term.</p> <p>Scaling activities include;</p> <ul style="list-style-type: none"> Implementing cohesive marketing strategy Alignment of enrollment and student support services to iSchool values and ethos. Improvement of cross-functional collaboration by implementing best practice program management and communication across functional areas. Improvement of technical operations by deploying XML solution to enhance student application experience. Complete SIS integration for improved data flow and reporting. Alignment of FY22 budget w/ program strategies. 					<p>UW-IT Integrations Status: The UW-IT project has been transitioned to operations. This will serve as the last status update. Exceptions include UW-IT's help with the remaining items in support of MSIM Online scaling;</p> <ul style="list-style-type: none"> Finalizing the SIS integration for improved data flow and reporting. Support the testing of the simplified MyGrad Sign-in XML solution to enhance the student application experience. <p>It is likely that UW-IT will remain engaged in an 'as-needed' consultative relationship with the iSchool and vendor as the program is scaling. Additionally, it is anticipated that other UW colleges will have interest in similar OPM program exploration. As those opportunities surface, UW-IT, along with the blue print from the iSchool integration will provide valuable insight into implementations.</p> <p>A technical focused lesson learned has been completed by the vendor and UW-IT. However, there has not been a comprehensive retrospective of the MSIM program implementation. This is highly recommended as best practice. An overarching look back, led by the iSchool, will help to provide the Provost office, UW-IT and other schools with an OPM interest a snap shot of overall program success and challenges to be considered. Additionally, gathering feedback from the Graduate School, Registrar's office and other key partners would be of value when considering future OPM implementations across UW.</p> <p>Final budget numbers for this report include UW-IT labor costs and vendor (one-time) technical integration costs only.</p>					
<p>Issues</p> <p>Grad school is also investigating vendors for "Admissions Application Modernization" project - this is now the longer term project (18+ months) to improve MyGrad. This project will eventually impact MSIM program and UW-IT.</p> <p>NB: Budget and Actual cost include UW-IT labor, and partial vendor costs. Labor cost within the iSchool are not included at this point, in the budget or the actual spend to date.</p>										
Gayle Tucker 1/10/2022										final

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Public Records										
Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
Public Records	Ann Anderson	1 - UW	9	2	2	2	1	2	\$1,050,000	\$1,150,000
<p>Status:</p> <ul style="list-style-type: none"> Go Live was the week of 10/20/21. We are currently in the stabilization period, with staff learning the system. Full stabilization is expected in late June, but the project has basically reached an acceptable operational state. Actual costs are estimated, with final reconciliation happening in January, once we complete payment on the licensing. <p>Risks/Issues:</p> <ul style="list-style-type: none"> Due to the customized nature of this solution there is some work streamlining certain workflows, and this will be managed as operational improvements. This is progressing as expected. 										
Last Updated 1/24/22 by Eliza Saunders										<i>final</i>

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UWF AiMR										
Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
UWF AiMR	Tim Rhoades	1 - UW	8	1	2	1	2	2	\$107,209	\$402,500
<p>We have a dedicated Project Manager and Project Coordinator fully engaged. As of Dec 2021 we are on track with all scheduled milestones and clearly defined project scope is still accepted by stakeholders. The project team continues to map current state processes and will be wrapping up in January. An AssetWorks subject matter expert will be onsite the week of January 18th for 3 days. Future state process mapping will begin when AssetWorks is onsite and continue for the next several months. AiM reports are being reviewed and the reporting platform is in discovery. The team has also been working to identify all system integrations and develop migration plans for each. A project webpage is under development and will be live in mid- January.</p>										
<p><i>Ann Wold 1/6/2022</i></p>										

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UWT Slate										
Project	Sponsor	Oversight Level*	Overall Risk & Project Health *	Budget Rating	Schedule Rating	Scope Rating	Resource Rating	Issues Rating	Actual Cost	Budget
UWT Slate	Mentha Hynes-Wilson	1 - UW	5	1	1	1	1	1	\$147,000	\$150,000
<p>Status: The project closed October 2021, two months after the original end date. This worked out well since the UW-IT PMO level of effort was less than originally estimated; therefore, the extended schedule was zero cost to UWT. This also allowed for the project management team to provide "early life support," during the subsequent operational cycles, a best practice. Key lessons learned: 1) Communication between all team members provided for cross-learning and visibility for best decision-making by the full team; 2) Involving all parties in the procurement stage is critical for long term buy-in and best outcome for all parties and for UWT overall; 3) Regular check-ins with the project team and monthly with the steering committee is vital to maintain momentum and leverage the project management concepts.</p> <p>Next Steps: UWT will be stabilizing the implemented process for another annual cycle and then consider adding in the Coalition App and other improvements found during the year. It is UWT's prerogative to leverage UW-IT PMO services or not.</p> <p>Risks: The Technolutions support model is more self-service and community-based. Their response to submitted tickets are not responded timely nor are immediately solution-oriented. This may become a challenge over the next year. Mitigation: Identify a process or process owner at UWT to use the Technolutions support services whenever needed and become a persistent inquirer with tenacity to follow tickets through to the solution.</p>										
Cass Tang, PMP December 31, 2021										final

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Gradescope										
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Gradescope	Aaron Timss	1 - UW	8	2	2	2	1	1	\$158,000	\$265,000
<p>Project Overview: Paul G. Allen School of Computer Science and Engineering (CSE) Gradescope SaaS solution provided by Turnitin, LLC. The project originally expanded the use of Gradescope within CSE and three other academic departments (Chemistry, Math and Applied Math), but has since grown to also include Chemical Engineering, ECE, and Statistics. The project/licensing takes advantage of the efficiency and benefits provided by integrating Gradescope with the Canvas Learning Management System (LMS). The project is structured around a "Growth License" that opens up access to other units more broadly over time for possible university-wide adoption. GradeScope integrates with Canvas LMS in three ways: Grade Scope's Applications Programming Interface (API), a Learning Tools Interoperability (LTI)-powered "pull" interface, and a "push" interface through the GradeScope web console.</p> <p>Health/Status: Project on-track (despite budgetary note below)</p> <p>Milestones:</p> <ul style="list-style-type: none"> • Statistics utilized the service in 9 courses during their very first quarter as a partnering unit • Applied Math usage is up from previous quarters <p>Important Budgetary Note:</p> <ul style="list-style-type: none"> • When the Gradescope project tab was initially created in this document, the \$85,000 budget that was set only accounted for the first year of the project (Year 1 subscription + plus admin/start-up overhead). The actual, annual Growth License costs ramp up over a 3 year period. The total for Licensing over the course of those 3 years will be just under \$250,000 (including Year 1 - \$52,000 and Year 2 - \$87,000, which have now both been paid). Total admin overhead expected over the course of the same time period (including time already spent) is \$15,000. I have increased the budget to \$265,000 to more accurately reflect total expected project spend over the full three year Growth License period. <p>Risks: None identified at this time</p>										
Rebekah Hansen - 1/5/2022										

Completed Projects Summary - 12/31/21

Project	Sponsor	Oversight Level*	Go Live Date	Project Completion Date	Total Project Cost (\$K)
D:1	Tim Dellit	3-UW	Mar 27, 2021	Jun 1, 2021	\$181,668
SIMS2IV	Tim Rhoads	2-UW	Mar 1, 2021	Mar 31, 2021	\$284,000
EvanTEL	Alison Cullen	1-UW	Nov 10, 2021	Nov 10, 2021	\$100,000

* Oversight Level Key
<p>1. Overseen by UW management and staff. Requires OCIO approval and reporting if over delegated authority.</p>
<p>2. OCIO approval required and regular project reporting. Quality Assurance (QA) reporting required, maybe internal or external. OCIO may recommend project to be full Technology Services Board (TSB) oversight.</p>
<p>3. High severity and/or high risk, subject to full TSB oversight, which includes TSB approval, written reports to the TSB, periodic status reports to the TSB by the agency director and staff, and submission of other reports as directed by the TSB. External QA reporting required.</p>

** Project Health Key	
	<p>Project is on time, on budget, and within defined scope, with minimal issues.</p> <p>Overall Risk Rating where 5-10 is Green</p>
	<p>Changes to scope, budget, or resources have placed project at some risk. Project has the potential for delays, cost or scope changes.</p> <p>Overall Risk Rating where 11-17 is Yellow</p>
	<p>Major changes to scope, budget or resources have placed project at critical risk. One or more of the following must change in order to proceed: project schedule, resources, budget, scope.</p> <p>Overall Risk Rating where 18-25 is Red</p>

Note for UW Medicine: project oversight levels 2 & 3 report to UW management.

*** IT Project Risk Ratings (summed to calculate Overall Health Rating)	
Current Risk Rating	Use the scales below to rate current performance on Schedule, Scope and Budget (select appropriate number for each)...
Budget, Schedule, Scope	<p>1 = Performing better than project plan; ahead by 5% or more (Schedule and Scope only)</p> <p>2 = Performance is on plan</p> <p>3 = Behind plan, but within 5% of original targets. For Budget, over or under spending within 5% of plan.</p> <p>4 = Behind plan between 6% to 10%. For Budget, over or under spending by 6-10%, and likely to use/using contingency.</p> <p>5 = Greater than 10% behind plan. For Budget, over or under spending by > 10%, and more than half of contingency is projected to be used.</p>
Current Risk Rating	Use the scale below to rate current performance on Resources
Resources	<p>People with the necessary expertise are...</p> <p>1 = in place, or high likelihood of being available as specified in the Resourcing Plan.</p> <p>2 = There are some minor gaps in resourcing, but can be overcome with minor alternations of the Resourcing Plan, with no significant impact on schedule, budget or deliverables.</p> <p>3 = somewhat in place, or struggling to perform, with moderate risk to schedule, budget or deliverables.</p> <p>4 = There are gaps in resourcing, with moderately high risk to schedule, budget or deliverables. Mitigation plans in place, or will be soon.</p> <p>5 = not in place, or low likelihood of being available per the Resource Plan. Significant impact on schedule, budget or deliverables, without mitigation plans in place.</p>
Current Risk Rating	Use the scale below to rate current impact of Issues and other factors relevant to the project (select one number for this measure)
Issues, Risks, & Project Dependencies	<p>1 = No risks or issues identified at this time</p> <p>2 = Some identified but minor, no impacts anticipated</p> <p>3 = Some that could impact the project are being managed, with minimal impact anticipated</p> <p>4 = Significant risks/issues/other factors identified but not yet managed</p> <p>5 = Risks/issues being managed but will have significant impact (greater than 10%) on project budget, schedule and/or scope</p>