

Project Status Update (PSU) Process

Timeline

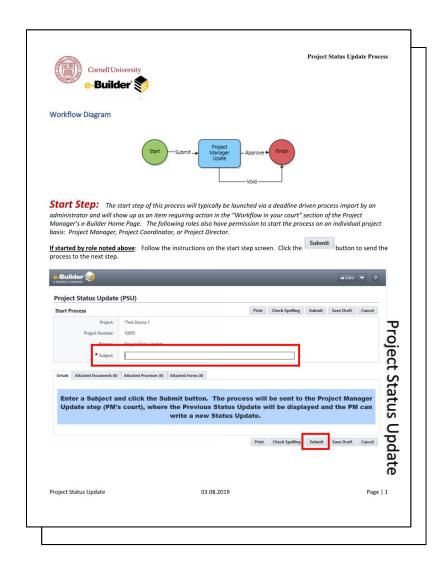
- April 2019: Pilot Phase
- June 2019: Go Live Monthly

Feedback

- "...helped streamlined the update process..."
- "...has improved project reporting..."
- "... a need to emphasize key data points..."

Next Steps – Refine PSU Format

- Key Data Points
- Consistency



Project Status Update: Key Data

Schedule

High Level Assessment

Budget

Overall Summary

Milestones

- High Level Project Events

Key Issues

High Level Challenges/Problems

... "the task of a project status update is one of analysis and communication"...

Brief Details – "Oxymoron"

High to Low:

- <u>Details:</u> High level detail first progressing down to lower and lower levels of detail.
- Priority: For each Key Data point start with the highest priority and progress to the lower as needed.

Triple C: Clear, Concise, Consistent

- <u>Clear</u>: More than "we are behind schedule"; state the issue, the impact, reasons why, and possible migration strategy.
- Concise: Use actual dates; 9/26/2019 vs. Months, semesters or seasons.
- <u>Consistent</u>: Reference standardized nomenclature; schedule milestones, financial status,

Report on the details of your project utilizing concise, crisp status that can be consumed rapidly ...

Project Status Update: Examples

Schedule – High Level Assessment

One-month construction delay, substantial completion now 02/15/2020 due to long lead items (storefront system and associated hardware).
College is aware and potential impact has been addressed.

Budget – Overall Summary

- Project bid \$200k over OPC (5 bidders), stakeholders have agreed to fund increase and Construction Authorization PAR will include Project Budget Variance.

Milestones – High Level Project Events

- Final presentation scheduled for 09/12/2019 with OUA and key stakeholders

Key Issues – High Level Challenges/Problems

 Contractor has identified fume hood and lab casework as long-lead items that may impact substantial completion date. Evaluating readyto-ship lab casework and alternate fume hoods to mitigate issue.

Project Status Update:

Overall Example –

One-month construction delay, substantial completion now 02/15/2020 due to long lead items (storefront system and associated hardware). College is aware and potential impact has been addressed. PAR budget maintained and total project budget remains at \$2.1 M. Final move coordination meeting scheduled for 12/02/2019.