

June 2008

Project Name:	Advancement Systems Support		
Project Manager:	Stephen McCoy	Project Sponsor:	John Kearsey
ITS Director:	Jeremy Du Ve		
Start Date:	January 2008	End Date	December 2008
Project Metrics:	Milestone Schedule: <input checked="" type="checkbox"/> On track <input type="checkbox"/> Manageable slippage <input type="checkbox"/> Escalation Required		
	Other Issues: <input checked="" type="checkbox"/> None <input type="checkbox"/> Manageable <input type="checkbox"/> Escalation Required		
Project Communications	<ul style="list-style-type: none"> • Monthly Steering Committee meeting 		

BROAD LEVEL REPORTING

Broad Project Description:

The Advancement Division needs the capacity to actively connect with graduates, donors, current and ex-staff, industry and vendors and to deliver benefits to these individuals and organisations so that they continue to engage with Monash. The core Advance CS system, implemented five years ago, underpins the Division's activities but deficiencies have been identified both at strategic and operational levels.

This is a multi-year program to rectify, complete and further develop applications supporting Donor, Alumni and Community Relations (DACR) Division. This project draws together the recommendations of a review completed in 2006. Project activities are also informed by the recommendations of the 2007 external review of the Advance system.

The external review will help in deciding whether to re-implement Advance CS or implement The Raiser's Edge 7.

Progress Achieved to Date:

- First level application support for Advance and its integration with corporate systems has been transferred to ITS.
- Project Steering Committee with representations from various stakeholder groups have been meeting regularly since July 2007.
- A comprehensive review of the Advance database has been completed by an external consulting group and a recommendation has been rendered to the project team and the steering committee for a switch to a different alumni and donor database system [Raiser's Edge] to support the ongoing and future activities of the division.
- The project team has negotiated in conjunction with the University Solicitor's Office the legal agreement to implement The Raisers Edge. The agreements have been signed.
- A core project team for implementation is being put together with various necessary skills and expertise.
- Data conversion analysis has been started.
- New documentation for the project to reflex the change in direction has been drafted. Including, Project Charter, Risk Analysis, Budget and Blackbaud scope of work document. These documents are still to be finalised.
- Sessions with users for requirements gathering has started.
- Notification send to SunGard that we no longer require AWC, AWA or Event licences.
- High Level Project planning meeting has occurred, details are almost finalised.

DETAILED REPORTING
Issues for Escalation to ITS Directors:

- None at this time

Other Comments:

- As soon as negotiations are completed, the project team will start working with the vendor for a prompt implementation process.
- Contact and Work Order created with SunGard to assist with data clean-up and conversion.
- Recruitment/reassignment in key positions within the project team is underway.
 - Business Analyst position has been advertised. Applications close 19/07.
- New timeline and milestones for the project has been included in this document.
- Demonstration Session scheduled for 16/07/08.

Deliverable / Milestone Table

Item ID	Item Description	Target	Actual or Forecast	Status:
		Finish Date	Finish Date	Complete In progress (% Complete) Not Started
1	Negotiation with vendor	1 April 08	1 April 08	In progress (100%)
2	Contract signed with new vendor	15 April 08	15 April 08	In progress (100%)
3	The full project team is in place	21 April 08	21 April 08	In progress (50%)

4	Agree on high level implementation plan	30 April 08	30 April 08	In progress (90%)
5	<ul style="list-style-type: none"> • Sign-off on Project Plan Document. • Sign-off on Scope of Work Document. • Sign-off Milestone 1 	19 July 08	19 July 08	In progress (40%)
6	<ul style="list-style-type: none"> • Delivery of Introductory Project Team Training • Sign-off Milestone 2 	18 Aug 08	18 Aug 08	Not Started
7	<ul style="list-style-type: none"> • Delivery of Design Sessions • Sign-off on Business Process Blueprint Document • Sign-off Milestone 3 	18 Aug 08	18 Aug 08	Not Started
8	<ul style="list-style-type: none"> • Delivery of Conversion Mapping Design Session • Sign-off on Conversion Mapping Document for Test Run 1 • Delivery of a Project Plan Revision after Design. • Sign-off Milestone 4 	26 Aug 08	26 Aug 08	Not Started
9	<ul style="list-style-type: none"> • Delivery of Converted Test Run 1 Raiser's Edge Database. • Delivery of Test Run 1 Review Session • Sign-off Milestone 5 	16 Sept 08	16 Sept 08	Not Started
10	<ul style="list-style-type: none"> • Delivery of Updated Conversion Mapping Document after Monash University feedback from Test Run 1 • Delivery of Converted Test Run 2 Raiser's Edge Database. • Delivery of Test Run 2 Review Session • Sign-off Milestone 6 	07 Oct 08	07 Oct 08	Not Started
11	<ul style="list-style-type: none"> • Deployment of The Raiser's' Edge. • Delivery of User Acceptance Testing (UAT) Plan Document and assistance with development of User Test Cases. • Deliver End User Training Planning session and Training Agendas • Sign-off Milestone 7 	17 Oct 08	17 Oct 08	Not Started
12	<ul style="list-style-type: none"> • Delivery of Updated Conversion Mapping Document after Monash University feedback from Test Run 2 • Delivery of Converted Test Run 3 Raiser's Edge Database. • Delivery of Test Run 3 Review Session • Delivery of Pre UAT Training • Delivery of Assistance During UAT • UAT Sign-off by Monash University • Sign-off Milestone 8 	3 Nov 08	3 Nov 08	Not Started
13	<ul style="list-style-type: none"> • Delivery of Updated Conversion Mapping Document after Monash University feedback from Test Run 3 • Delivery of the Final Conversion Raiser's Edge Database for live operation • Sign-off Milestone 9 	14 Nov 08	14 Nov 08	Not Started
14	<ul style="list-style-type: none"> • Delivery of End User Training • Sign-off Milestone 10 	21 Nov 08	21 Nov 08	Not Started
15	<ul style="list-style-type: none"> • Delivery of Go-Live Assistance • Go Live Sign-off by Monash University 	25 Nov 08	25 Nov 08	Not Started

	• Sign-off Milestone 11			
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Note: The original template table above contains sample data only. This should be removed/validated for the first report.

Milestone Slippage Notes. *Provide the following information. If a milestone/s has slipped or is likely to slip, provide:*

- A) *Explanation of impact to the project and business.*
- B) *Reason for slippage.*
- C) *Corrective action planned to be taken, if any.*

Item ID	Milestone Slippage Notes.
1	<ul style="list-style-type: none"> A) If the contract is signed within May 15, there will be little to no impact to the project go-live date B) Final negotiations of the terms in the legal agreements, as well as delay in putting the personnel in place C) Final contract document is nearly completed; HR is supporting issues related to realignment of personnel for the project team.
3	<ul style="list-style-type: none"> A) Extensive data cleansing and preparation activities can't start until the team is in place. B) Negotiations continuing with HR. C) Investigating possible contractor assistance during the project.
4	<ul style="list-style-type: none"> A) Delay's dependant project work until completed. B) Delay's in getting project team together and the change in direction of the project. C) None, to be completed ASAP.

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