Project Status Report

For the Period: 18 Jul 2012 – 31 Jul 2012

Project: FGSR, EDRMS Rollout

Project Manager: Soo Fan Hoang

Project Description: Rollout the EDRMS solution to FGSR, including the implementation of an imaging solution.

Project Status:

<table>
<thead>
<tr>
<th>Estimated Completion Date</th>
<th>Cost</th>
<th>Effort (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baselines</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Current Baselines</td>
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Project Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Target Start</th>
<th>Target Completion</th>
<th>% Complete (last period)</th>
<th>% Complete (current period)</th>
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<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>81%</td>
<td>43%</td>
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<tr>
<td>1 Analysis</td>
<td>TBD</td>
<td></td>
<td>93%</td>
<td>93%</td>
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<tr>
<td>1.1 Business Analysis</td>
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<td>12 Aug 2012</td>
<td>98%</td>
<td>98%</td>
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<tr>
<td>1.2 Document Analysis</td>
<td>--</td>
<td>11 May 2012</td>
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<td>100%</td>
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<tr>
<td>1.3 Records Analysis</td>
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<td>TBD</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>2 Imaging Solution</td>
<td>09 May 2012</td>
<td>31 May 2012</td>
<td>97%</td>
<td>32%</td>
</tr>
<tr>
<td>3 Metadata Testing</td>
<td>--</td>
<td>8 Jun 2012</td>
<td>93%</td>
<td>100%</td>
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<tr>
<td>4 Implementation</td>
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<td>TBD</td>
<td>67%</td>
<td>1%</td>
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<tr>
<td>4.1 System Implementation</td>
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<td>0%</td>
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<tr>
<td>4.2 Business Implementation</td>
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<td>10%</td>
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<td>5 End User Training</td>
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<td>0%</td>
<td>1%</td>
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Work Summary for Period:

- Develop & document requirements for the document load.
- Alfresco 3.4 was upgraded to 4.0 (test version)
- System introduction and demo complete for FGSR staff.
- Initiated the business implementation analysis; development and modifications of business processes and procedures.
- Preparation for end user training.
- Engaged AICT Helpdesk to provide end user support.
- Modified milestone dates:
  - Set up additional disk (scanned images staging area) Aug 27 - Aug 31
  - End user training session #1: Aug 27 – 31
  - End user training session #2: Sept 10 – 14
  - Testing: Sept 3 – Sept 21
  - Production roll-out: Sept 17-21
- **Production go-live date: Sept 24**
  - Scheduled second demo for the Registrar’s office (Aug 15).
  - Prepared formal quotes for work station and scanning station upgrades
  - Engaged server and storage team in regards to potential VM solution for additional disk request for scanned documents staging area

**Scheduled for next period:**
- Complete setup of end user training sessions
- Work with AIC T Helpdesk to equip them with the necessary tools to provide end user support.
- Continue working on document loading for FGSR (possible cost involved). Target completion: Aug 22
- Complete & sign-off on business implementation plan
- Sign off work station & scanning station quote Aug 1
- Sign change request for additional disk space Aug 1
- Sign off meta data Aug 1

**Issues:**
- Decrease in overall percentage completion for Imaging Solution
  - Additional tasks and timelines identified or procurement and set up of work stations and scanning stations
  - Additional tasks and timelines identified for securing additional disk space were added to Imaging Solution
- Decrease in overall percentage completion Implementation
  - Additional tasks and timelines identified of defining business workflow for documents and system interaction
  - Additional tasks and timelines identified for batch loading documents to test system

**Notes:**
- Upcoming vacation:
  - Grace: Oct ?, Nov ?
  - Sarah: Sept 7 – 28
  - Soo Fan: Oct 19 - 27