

Information Technology Committee

County of Ventura

ITC Project Status Report

Instruction Sheet

Form Revised April 29, 2021



COUNTY of VENTURA

Agency/Department:	Write the Agency name that is implementing this project	Project Name:	Write the name of the project this status report is for.
Project Manager:	Write the name of the project manager of this project.	Report Preparer:	Write the name of the person completing this form.
Report Preparer Contact:	Write the phone number of the person completing this form.	ITC Meeting Date:	Click or tap to enter a date.

PROJECT OVERVIEW (AS APPROVED BY THE ITC)

Insert the project overview as written on the approved IPAQ for this project.

PROJECT SCOPE

1. Have there been any material changes in the project scope?

- No, there has not been any changes in the project scope currently.
- Yes, the project scope has increased/decreased.

Click on the box that best describes your project scope. If your project scope has not changed, click the green box. If your project scope has increased or decreased, click the red box, and answer the following three questions. Only answer the following three questions if you chose the red box.

1a. Effects on budget:

Explain how the change in the project scope has affected your budget. Describe this in numerical terms and provide an explanation of what existing costs have changed and what new costs are required.

1b. Effect on schedule:

Explain how the change in project scope has affected your schedule. What intermediate milestones have been delayed. What is the new completion date?

1c. Project Sponsor Approval:

Write when your Project Sponsor approved the change in scope.

PROJECT SCHEDULE

1. Is this project on schedule?

- Yes, the project is tracking to the original approved schedule.
- Yes, the project is tracking to a revised schedule previously presented to the ITC.
- No, the project is not on schedule.

Click on the box that best describes the status of your project schedule. If your project is on schedule to meet the deadlines of the schedule in your approved IPAQ, then click the green box. If your project is not going to meet the approved IPAQ schedule but is still on track to meet a revised schedule that was included in a previous status report, then click the orange box. If your project will not meet the IPAQ schedule or a previously presented revised schedule, then click the red box. Only answer the following three questions if you clicked the red box.

1a. Reasoning for change in schedule:

Explain why your schedule was changed. Typically, this is related to one or more of the following: change in scope, resource delays, estimate accuracy, vendor delays, and in rare cases, force majeure (ex: the Covid-19 pandemic).

1b. Revised implementation date:

Provide the new implementation date for your project.

1c. Attach revised schedule:

Attach the new revised schedule for your project to your status report.

PROJECT BUDGET

PROJECT BUDGET

Percentage of Budget Spent

1 2

The two figures will update automatically after the data in the middle is inputted.

Summary	
IMPLEMENTATION COST	
\$0	Write your project's implementation cost as written in the IPAQ here.
TOTAL EXPENSES TO DATE	
\$0	Write the total amount of money spent to date here.
PROJECT BALANCE	
\$0	This will automatically calculate after entering the above information
TOTAL 5-YEAR COST	
\$0	Write the total 5-year cost as written in the IPAQ.

\$0 \$0

■ Income ■ Expenses

1. *Is the project on budget?*

- Yes, the project is tracking to the original approved budget.*
- Yes, the budget is tracking to a revised budget previously presented to the ITC.*
- No, the project is not on budget.*

Click on the box that best describes the status of your project budget. If your project is within your original approved budget as stated on the IPAQ, then click the green box. If your project is within a revised budget that was previously included in a status report, then click the orange box. If your project is not within the original or a previously revised budget, then click the red box. Only answer the following two questions if you chose the red box.

1a. Reasoning for budget change:

Explain why your budget has changed. Describe this change in a dollar amount and explain what the money will be used for.

1b. Attach revised budget:

Attach a revised budget to your status report.

RISK ASSESSMENT

1. *Have any new risks been identified?*

Describe any new risks realized that were not included in the IPAQ. Include probability, impact, and describe the mitigation approach for each risk.