



Customer	Aramex
Project Name	Aramex - Infor SCE Upgrade (Dubai)

Project Manager	Houda Nasser
Business Manager	Houda Nasser

Team Members	Allen Zeidan, Diana Jabbour, Samer Saad, Dani El Sabeh
Report Date	20/01/2017

Project Phases				
Phase		Status	Start Date	End Date
1	Project Kick-Off Meeting	Closed	17/08/2016	17/08/2016
2	Education/Training	Closed	29/08/2016	01/09/2016
3	SOP Design and Documentation	In Progress	04/09/2016	29/09/2016
4	SOP Sign Off	Pending	29/09/2016	29/09/2016
5	Development of Customizations and Integration	Pending	06/11/2016	30/11/2016
6	UAT	Pending	30/11/2016	31/12/2016
7	UAT Sign Off	Pending	31/01/2017	31/01/2017
8	Go-Live	Pending	06/02/2017	15/02/2017
9	Project Sign-Off	Pending	21/02/2017	21/02/2017

Project Highlights
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Project Health Indicators		Period Ending																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Open Risks			
Description	Rating	Responsability	Planned Actions
New PM to be assigned to the project	HIGH	SNS	SNS to assign a new PM to the project
Delay in SOP revision delaying go live plan	HIGH	SNS	SNS has scheduled the SOP revision during december
Project plan is yet to be defined	HIGH	SNS	SNS to identify Aramex go live expectation and set a go live date
Delay in updating the SOP	HIGH	SNS	Samer is assigned on multiple projects and not able to finalize these details on time

Closed Risks
Description

Milestones For The Next 6 Months
Description
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Invoices Due			
Invoice#	Gross Amount	Currency	Due Date

Checklist	
Item	Category

