Project Milestone Report

Date: 7/15/20

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| **Milestone** | **Date** | **Status** | **Responsible** | **Issues/Comments** |
| *Initiate Finance and Accounting Stakeholder Meeting Completed* | Thu 7/9/20 | Completed | Samantha (Project Manager) | Financial and accounting departments added new requirements for future data estimations. Reviewing software budget allocation |
| *Initiate Plakiva Developer Meeting Completed* | Fri 7/14/20 | Completed | Samantha (Project Manager) | Future estimation Software requirements update added to contract. No cost added. |
| *Deliverables Requirement Definition signoff* | Tue 7/14/20 | Completed | Samantha (Project Manager) | Deliverables confirmed. |
| *Build account mapping for Governmental Fund financials completed* | Mon 7/27/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date:  Mon 7/27/20 |
| *Build account mapping for Proprietary Funds completed* | Fri 8/7/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Fri 8/7/20 |
| *Finalize Mapping for Financial Statements completed* | Fri 8/7/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Fri 8/7/20 |
| *Finalize Other portions of the CAFR completed* | Thu 8/13/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Thu 8/13/20 |
| *Software Requirements sign-off* | Thu 8/13/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Thu 8/13/20 |
| *Finalize Formatting completed* | Thu 8/13/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Thu 8/13/20 |
| *Hardware and Infrastructure Completed* | Mon 8/31/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Mon 8/31/20 |
| *Build account mapping for Governmental Fund financials completed* | Tue 7/28/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Tue 7/28/20 |
| *Build account mapping for Proprietary Funds completed* | Tue 8/11/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Tue 8/11/20 |
| *Finalize Mapping for Financial Statements completed* | Tue 8/11/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Tue 8/11/20 |
| *Build Miscellaneous portions Completed* | Fri 8/14/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Fri 8/14/20 |
| *Software customization completed* | Sat 8/15/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date:Sat 8/15/20 |
| *Data Translation Completed* | Mon 8/24/20 | Not Started | Infrastructure Lead | Estimated Finish Date: Mon 8/24/20 |
| *Quality assurance testing completed* | Wed 8/26/20 | Not Started | Quality Assurance Lead | Estimates Finish Date: Wed 8/26/20 |
| *Training Need Identified* | Fri 9/4/20 |  | Samantha (Project Manager) | Estimated Finish Date: Fri 9/4/20 |
| *Training Completed* | Tue 9/8/20 | Not Started | Ashley (Supervisor) | Estimates Finish Date: Tue 9/8/20 |
| *Implementation Complete* | Thu 9/17/20 | Not Started | Samantha (Project Manager) | Estimates Finish Date: Thu 9/17/20 |