

COV Project Status Report Entry Category 1-4

Status Reports Entry in CTP:

Project status reports are entered for category 1 through 4 at the following cadence:

- Category 1 and 2 monthly
- Category 3 and 4 quarterly

Between status report reviews the PMD representative for your agency will contact the project managers to advise them that the fields are ready to be populated for the next status reporting period.

Navigate to the COV Project Status Summary tab.

Enter the Reporting Period.

Update the Project Information fields as needed.

Answer the Key Status Indicators with option in the dropdowns.

- Warning
- Problem
- On-track
- Suspended

Add Project Manager Status Comments: These should describe activities completed since the last period and upcoming activities of interest. If there are any issues or highlights, they should also be listed here.

Note: Remember to Save before moving to the next screen, otherwise changes are not kept.

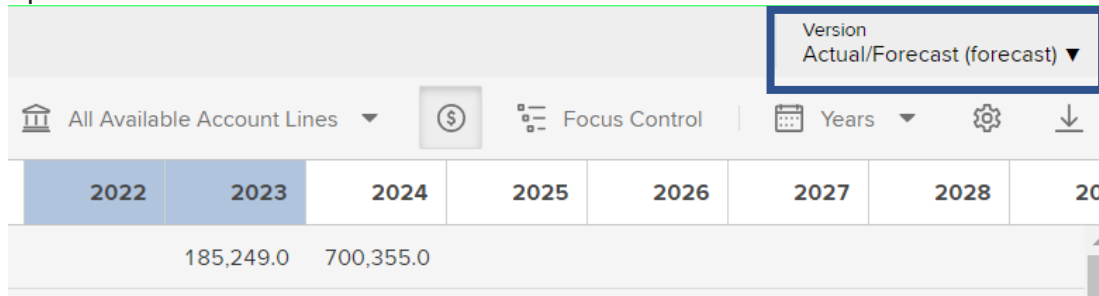
Project Status Summary	Key Status Indicators																								
<p>Provide information for the status report.</p> <p>Reporting Period</p>	<p>Provide information on the assessments for the project.</p> <p>Is the project on track to meet planned business goals and the associated measures of success?</p>																								
<p>Project Information</p> <table border="1"> <tr> <td>Investment Type</td> <td>Commonwealth Project</td> </tr> <tr> <td>Investment Approval Status</td> <td>Project Initiation Approval</td> </tr> <tr> <td>Item Classification Governance</td> <td>Category 4</td> </tr> <tr> <td>Project Percent Complete</td> <td>30.00</td> </tr> <tr> <td>Phase</td> <td>Detailed Planning</td> </tr> <tr> <td>Baseline Start Date</td> <td>11/1/2023</td> </tr> <tr> <td>Baseline Completion Date</td> <td>12/31/2024</td> </tr> <tr> <td>Current EAC</td> <td>1,350,000.00</td> </tr> <tr> <td>Total Baseline Costs (FPIBV)</td> <td>1,350,000.00</td> </tr> <tr> <td>Project Manager</td> <td></td> </tr> <tr> <td>Project Manager Phone</td> <td></td> </tr> <tr> <td>Project Manager Email</td> <td></td> </tr> </table>	Investment Type	Commonwealth Project	Investment Approval Status	Project Initiation Approval	Item Classification Governance	Category 4	Project Percent Complete	30.00	Phase	Detailed Planning	Baseline Start Date	11/1/2023	Baseline Completion Date	12/31/2024	Current EAC	1,350,000.00	Total Baseline Costs (FPIBV)	1,350,000.00	Project Manager		Project Manager Phone		Project Manager Email		<p>Are the costs within planned budget?</p> <p>Is the project on schedule?</p> <p>Does the project remain within the approved scope?</p> <p>Is the project being managed to minimize or mitigate the identified risks?</p> <p>Project Manager Status Report Comments</p>
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Select the Financials Button: This will open the Financials views screens

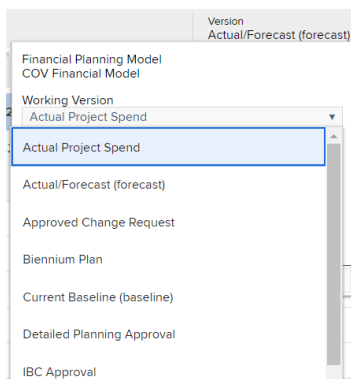


The financials screen opens

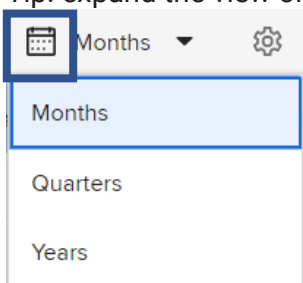
Using the Version dropdown in the top right corner of the screen: Select the “Actual Project Spend” from the drop-down.



2022	2023	2024	2025	2026	2027	2028	20
185,249.0	700,355.0						



Tip: expand the view on the screen to Months by selecting the Timecycle icon (Calendar)



Update project actuals for each month in the Budget Plan-Cost section: Example below shows the actuals entered in the Budget Plan-Cost for the first month in the fiscal year.

Note: This screen does not require saving

COV Project Status Report Entry Category 1-4

Type to filter

View Detail

+ Add a Line

All Available Account Lines

\$

	Description	Measures	2024	Jul 2024	Aug 2024	Sep 2024	Q1 2025
	> Funding Need - General Funds	USD					
	> Funding Need - Non-General Funds	USD					
	▼ Type: Budget Plan - Costs	USD		132,500.0			132,500.0
	> Internal Staff Labor	USD		7,500.00			7,500.00
	> Services	USD		125,000.0			125,000.0
	> Software Tools	USD					
	> Hardware	USD					
	> Maintenance	USD					
	> Facilities	USD					
	> Telecommunications	USD					
	> Training	USD					
	> IV & V	USD					
	> Contingency (Risk)	USD					

From the COV Project Status summary under “Schedule Update”
Select the Plan button

Schedule Update

Update the schedule with the button below.

Plan

Utilizing the 3 Project-Track Progress view
Update Actual Start/Percent Complete/Actual Finish as appropriate for the project
Note: The columns can be dragged so Actual Start/Actual Finish can be side by side with Planned Start/Planned Finish to reduce scrolling as needed

Line	Name	Work Status	Actual Start	Percent Complete	Actual Finish	Duration	Schedule Finish	Milestone Flag
14	>>> Development Effort	Open/Active	7/19/2023	85		1.0d	7/3/2023	No
15	>>> PAYMENT3 - Initial Data M	Open/Active	7/28/2023	75		22.0d	8/2/2023	No
16	>>> PAYMENT3 - Conversion o	Open/Active	8/9/2023	75		22.0d	8/2/2023	No
17	>>> PAYMENT3 - VAPS, VACC	Open/Active	8/16/2023	75		22.0d	8/2/2023	No
18	>>> Initial Data Mapping and C	Open/Active	8/30/2023	85		206.0d	4/30/2024	No
19	>>> Data Migration	Open/Active	9/13/2023	50		1.0d	7/3/2023	No
20	>>> Testing	Open/Active	9/27/2023	25		1.0d	7/3/2023	No
21	>>> PAYMENT4 -Successful Co	Open/Active	10/24/2023	45		178.0d	3/21/2024	No
22	>>> PAYMENT4 - of Program M	Open/Active	11/14/2023	5		87.0d	7/3/2023	No
23	>>> PAYMENT4 - Reports and E	Open/Active	11/28/2023	5		79.0d	7/3/2023	No
24	>>> PAYMENT5 - Training	Open/Active	3/27/2024	10		3.0d	3/19/2024	No
25	>>> PAYMENT6 - GO-LIVE Dep	Open/Active	8/13/2024	10		-79.0d	4/18/2024	No
26	>>> Close	Open/Active	9/24/2024	10		-89.0d	4/29/2024	No

Update the project Risks on the Risk tab.

⋮
Work View
Plan
Dependencies
Financials
Attribute History
Lifecycle
Changes
Risks
Issues
Associated Strat

⊕ Risk

	ID	Name	Priority	Status	Type	Target Resolution Date
⋮	36545	Aggressive timeline	Medium	Open	Schedule	1/31/2024
⋮	36546	78% development required for Rebilling	Medium	Open	Schedule	1/31/2024

Obtain the Project Sponsor approval via the COV Project Summary Screen or email.
Let the PM Consultant know the project is ready for PMD and CIO review.