

Monthly Status Report

Overall Project ●

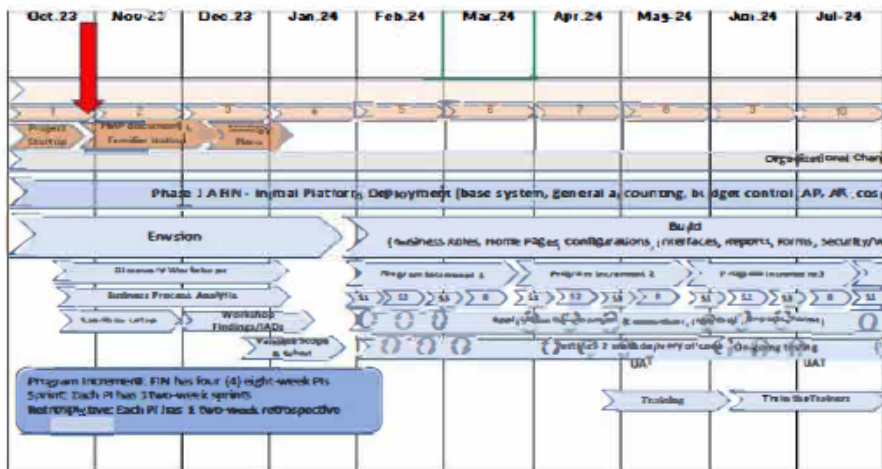
Reporting Month:	October 2023
Report Number:	001
Project:	State of Nevada Full Suite Advantage 4 System Integration
Project Managers:	██████████ NV / ██████████ CGI
Author:	██████████ CGI Project Manager

Summary:

Please find the first monthly report for the State of Nevada Full Suite Advantage 4 System Integration. This month the Office of Project Management together with CGI conducted several activities related to Project Start-up. Key areas of focus for this month were preparing for the project kick-off, introduce team members, align project expectations, and engage planning for CGI Advantage 4 familiarization sessions to provide select participants with an overview of CGI Advantage 4. The work activities include preparing the Project Management Plan (PMP) documents for Scope, Schedule Risk and Issue management that will help Office of Project Management strengthening the project governance structure already in place. In collaboration with the State, CGI has met the planned objectives as outlined in the contract for the first month's reporting. Below you will find more details surrounding the project management activities that was conducted during month one start-up phase.

As we continue with the project start-up activities into month two, a section below entitled 90-Day Deliverable Work Product and Milestones Look Ahead section will provide a preview of the goals and dates we plan to achieve.

High Level Timeline Status:



Project Management Activities:

The primary project efforts conducted during the project start-up phase in October included the following:

Staff Onboarding - CGI Onboarded 27 initial CGI project staff for State of Nevada Full Suite Advantage 4 implementation.

Security – CGI staff fingerprinting, background checks and identification badges are in process.

Meetings – CGI Engagement Manager, OCM Advisory and Project Managers had an introductory meeting with CORE.NV team members on October 4, 2023. A contract review and Q & A meeting was conducted on October 16, 2023.

NV Prototype/Sandbox - The technical planning began at CGI identifying the requirements needed for State of Nevada Sandbox, also known as “prototype environment,” for use during upcoming technical discovery sessions scheduled December through January.

Familiarization Training - The approach was discussed and developed for the upcoming execution of Familiarization Training.

Academy - CGI began work and established the process to provide Academy access and links.

Stakeholder Matrix – Meetings held on the criticality of the finalized stakeholder matrix.

MS Project .mpp Schedule – A draft schedule and working meetings began with the goal to provide a baseline plan to client prior to end of year (12/4/2023)

Kick-off – Meetings have been conducted to plan the November kick-off of the project. CGI developed a draft kick off deck for the project kick off meeting and held several meetings to discuss client revisions to accommodate the need for the project and audience in attendance.

Development Environments – The Nevada development environments have been initiated with CGI Cloud Services team.

Domain Names and DNS – The set up for the domain names and DNS is underway with ongoing discussions between CGI technical leader and Core.NV leaders.

Advantage 2 Support Needs Assessment – The needs and requirements of the existing State of Nevada Advantage system was discussed. The joint technical teams provided historical knowledge as well as discussed, the customizations and historical changes since the 1999 application was installed.

90-Day Deliverable Work Product and Milestones Look Ahead:

NOVEMBER		DECEMBER		JANUARY	
October 2023 Mo. Status Rep. #1	11/3/2023	MS Project Schedule	12/4/2023	December 2023 Mo. Status Rep. #3	1/3/2023
Kick Off Meeting	11/8/2023	November 2023 Mo. Status Rep. #2	12/5/2023	Interface/Integration Strategy	1/29/2023
Sandbox/Prototype Environment	11/13/2023	Monthly EAC Meeting	12/12/2023	Forms, Reports, Conversion Strategy	1/29/2023
Familiarization Sessions	11/14/23 - 11/16/23	Quarterly Stakeholder Report Template	12/11/2023		
PMP-Issues Management Plan	11/27/2023	Testing Strategy	12/22/2023		
PMP-Schedule Management Plan	11/27/2023	Training Strategy	12/22/2023		
PMP-Scope Management Plan	11/27/2023				
PMP-Risk Management Plan	11/27/2023				