

WEEKLY STATUS REPORT FORM

Project Name: Enterprise Information Strategic Plan

Contractor: PlanGraphics Inc

For the period: November 8 - 23, 2001

Current Status:

Schedule: As of 11/23/01 all scheduled activities and deliverables are in compliance with the contract provisions, though some documents have yet to be reviewed by Client personnel

Budget: No changes anticipated

Delays: There have been short delays in developing required deliverables, given the extent of the material and the need to maintain consistency among a number of project participants. All delays have been overcome.

Resources: All resources have been identified except for focus session recorders (in progress) and possibly a specialist in data privacy management issues.

Deliverables: See activities below

Activities Since Last Report:

- The project web site is operational
- EIMS Subcommittee and DAS-IRMS have forwarded information and URL references for project background
- PlanGraphics project principals have familiarized themselves with the project background, developed briefing materials for its facilitators and have issued a ready to proceed statement as required by the contract
- A Focus Group Facilitation Plan has been developed, revised and submitted to the State for a second review
- Instructions and checklist for the Focus Sessions has been developed and provided to the State
- A Change Management process has been to the state
- The PlanGraphics Team has been finalized

The project Work Plan has been reviewed, revised and submitted to the State.

Issues/Resolution Activity:

Final Staffing; The State had requested substitutes for Laszlo Mariahazy and Luis Jimenez and requested the inclusion of Mike Kevany as a facilitator. PlanGraphics has proposed shifting Antenucci to project manager, substituting James Fries for Mr. Mariahazy, substituting Stephen Bolish of Booz, Allen and Hamilton for Mr. Jimenez and including Mr.. Kevany in task #6 - the review of the strategic plan and web conference.

Activities Planned for Next Reporting Period

- **Completion of the facilitators briefing packages**
- **Completion of the recorders briefing material**
- **Development of presentation and background material for each of the proposed sessions**
- **Development of handouts for the focus session participants**
- **Identification of recorders**
- **Teleconference on logistics**
- **Development of weekly status report**
- **Development of invoice through 11/30/01**

Problems/Concerns/Recommendations

No problems and concerns have been identified; recommendations have been incorporated into the various deliverables

Prepared by: John C. Antenucci _Date: 11/23/01