

WEEKLY STATUS REPORT FORM

Project Name: Enterprise Information Strategic Plan

Contractor: PlanGraphics Inc

For the period ending December 7, 2001

Current Status:

Schedule: As of 12/7/01 all scheduled activities and deliverables are in compliance with the contract provisions.

Budget: A Change order may be required if contractor is required to participate in the briefing of the IT Steering Committee in Salem December 20, 2201; no other changes anticipated.

Delays: All delays have been overcome.

Resources: All resources have been identified and task to complete assignment to the agreed upon schedule.

Activities Since Last Report:

- The project web site is operational and updated frequently
- The PlanGraphics Project team met in Salem on December 3 in a pre-focus session organizational meeting. Members of the team also met with the Chairman of the subcommittee and staff of IRMD in advance of the planning session.
- The focus sessions were held as planned on December 4 -6. PlanGraphics augmented its project team with Jose Villa to provide further support to the focus sessions on security, privacy and data recovery. Recorders prepared transcribed summaries of the discussions and facilitators both led and recorded notes of each session.
- The concluding Plenary Session was moderated by the Sub-Committee Chairman, Dave White, and the project team leader, John Antenucci.
- Recorders provided preliminary digital copies of the meeting transcripts before they left the site.

Issues/Resolution Activity:

Final Staffing; Minor logistical issues were addressed as they arose during the focus session. The Sub-Committee Chair and support from DAS-IRMD were invaluable in assuring an successful workshop environment. Issues identified by the attendees were small in number and addressable. The Project web site provides a mechanism for soliciting additional comments that may be useful not only ion the report but in future endeavors of the same type.

Activities Planned for Next Reporting Period

- **Copies of the facilitator's notes will be posted on the project Web-site**
 - **Copies of the recorder's notes will be posted on the project web site**
 - **Facilitators will prepare summary of the session proceeding and develop preliminary conclusions and recommendations.**
 - **Draft versions of the summaries may be circulated in advance of schedule to The**
 - **Discussions concerning the timing and content required for a presentation to the Steering Committee on December 20, 2001**
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Problems/Concerns/Recommendations

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

Prepared by: John C. Antenucci _Date: 12/10/01