

Schedule GG

Form of Project Control Workbook

(See Attached)



STSP - Project External Controls for the Government of BC and the BPS Entities

Baseline Log
Scope Log
Change Log
GPS Dependencies Log
Assumption - Constraint Log
Acceptance Criteria Log
Deliverable Log
Milestone Log
Risk Log
Action /Decision/Issue Log
Contact Log
Status Report

Purpose of this Document

The purpose of this document is to detail the ongoing project progress with different project control logs that are updated on a regular basis. This document is part of the Detailed Master Transition Plan.

The purpose of this document is to communicate update on the following topics:

- Baseline Log to identify and validate services part of the transition project
- Scope Log to identify and validate elements in and out of scope
- Change Log to capture the change requests affecting project scope, time, cost
- GPS Dependencies to identify and validate GPS Dependencies
- Assumption - Constraint Log to identify and validate assumptions and constraints
- Acceptance Criteria Log to describe what are the acceptance criteria of the different project deliverables
- Deliverable Log to check progress on completion of the project deliverables
- Milestone Log to check progress on completion of the project milestones
- Risk Log to capture the risks that may affect in the future the project scope, timelines, budget
- Action/Decision/Issue Log to capture the action/decision/issue Items affecting project scope, time, cost
- Contact Log to capture project stakeholders' contact information
- Status Report to report the ongoing status of the project for a defined period of time

Instructions

You will find for each cell in the table heading a comment inserted to inform you on how to fill the information into the cells under this column

Templates

All Templates for Change Request, Action Item Request, Decision Request, Issue Resolution Request, are stored on SharePoint

Intended Audience

The primary audience is the project stakeholders who will be involved with this transition project activity.

In particular this includes the Project Managers from the Customer, and TELUS, as well as staff participating in the activity.

The document may also be shared with Customer or TELUS Implementation project team members who need to review or approve this activity.

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PMO Document Version

Version	Date	Document Name	Author
1.0	05/10/2010	D0-006 Generic Proj Ext Ctrl Template	Emmanuel Mahieu
2.0	02/08/2011	D0-006 Generic Proj Ext Ctrl Template	Emmanuel Mahieu

Stream	#	GPS Entity	Date Reported (yyyy-mm-dd)	Assumption or Constraint	Category	Description	Responsibility	Status

Stream	#	GPS Entity	Deliverable Title	Deliverable Description	Acceptance Criteria

