

## **WEEKLY STATUS REPORT FORM**

**Project Name: Enterprise Information Strategic Plan**

**Contractor: PlanGraphics Inc**

**For the period ending December 28, 2001**

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### **Current Status:**

**Schedule:** As of 12/28/01 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 at a date to be determined; no other changes anticipated.

**Delays:** None

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

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### **Activities Since Last Report:**

- The project web site is operational and updated frequently
- The PlanGraphics Project team has compiled and edited copies of the "flip" charts used during the focus sessions and they have been sent to EITS and IRMD
- The PlanGraphics project team has reviews all of its notes and collateral material to the Focus Sessions and have developed summaries for each of the sessions. These summaries have been provided to EITS and IRMD.
- A summary document was forwarded to EITS and IRMD including the session summaries and a recommended format for the Strategic Plan.
- All information has been posted to the web site.
- Comments received on the web site are circulated to the PlanGraphics Project Team.

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### **Issues/Resolution Activity:**

None reported

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## **Activities Planned for Next Reporting Period**

- **Delivery of the Observation and Recommendation report is scheduled for January 2, 2002**
- **Tentatively, a conference call is scheduled for January 8, 2002 with the EIT subcommittee to review the Observation and Recommendation report.**

## **Problems/Concerns/Recommendations**

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

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