

# Initiation and Planning Project Status Report

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Project Name: SOV Unified Communications  
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Report Date: 11/5/2014  
Period Ending: 10/17/2014 - 10/31/2014

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## Project Summary Status: **GREEN**

Status Indicators: Green for **OK**, Yellow for **Issues under control** and Red for **In Jeopardy**.

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## Initiating High Level Deliverables:

Deliverable	Status	ETA Complete
IT ABC Form (Business Case & Cost Model Analysis)	Approved	10/7/2014
Project Charter	In Progress	12/4/2014

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## Overview:

The State seeks to systematically transition State government locations currently using Centrex/ISDN/Fax lines for voice services to an IP Telephony solution, utilizing existing data circuits.

After lengthy discussions about the scope of this project, we have decided to move away from a Unified Communications approach to a focused Voice over Internet Protocol (VoIP) solution. By doing this, we are increasing the potential for project success, i.e. creating an IT infrastructure that will support any future State Unified Communications needs.

The project team has been identified and the first meeting was held on October 28, 2014. The RFP has been released to key reviewers with feedback due on November 12, 2014. While a full risk matrix has not yet been developed, there are several deadlines this project must meet, including having services available when the AHS staff moves back into the Waterbury Complex. The project relationships have not yet been defined.

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## Current Period's Accomplishments:

- Approved web content for project website
  - Approved Gate 0 Checklist
  - Held first internal project team meeting on October 28, 2014.
  - Drafted RFP
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## Next Period's Projected Accomplishments: (11/2/2014 – 11/14/2014)

- Development of Project Charter Draft
  - Obtain feedback on RFP from key reviewers, update and send to third party vendor for review
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## External Dependencies:

Project Number/ Name	Task Name	Project Manager	Critical Date Needed	Status
Waterbury Complex	Wiring for VoIP	Guy Norwood	15 NOV 2015	On Time

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