

## Project Status Report for Month Ending: Mar/2019

**Project Chair (PC):** Jeff Gushue  
**Project Technical Lead (PT):** Charles Hartlen  
**Project Finance Lead (PF):** Gerry Verran  
**Project Process Lead (PP):** Natalie Smith  
**Report date:** Thursday March 28, 2019

**Project Timeline:** Jan. 2019 – Dec. 2021  
**Project Budget:** \$9 million Cdn

**Distribution:** Councils of the Town of Yarmouth (**ToY**) and the Municipality of the District of Yarmouth (**MoDY**), CAOs  
 Municipality of the District of Yarmouth and Town of Yarmouth

### Executive Summary

Status Item	Current Status	Prior Status	Summary
<b>Overall Project Status</b>		n/a	<p>This commences the first quarterly report for the Ferry Terminal Upgrades - Phase 1 project.</p> <p>Funding Agreements in place and Project Team organized with Terms of Reference and representation from ToY, MoDY, Canada Border Services (CBSA) and Bay Ferries Limited (BFL).</p> <p>Work commenced to identify project's critical path activities that could be advanced prior to selection of Project Design &amp; Management Consultant firm tasked with project delivery with targeted completion by December 2021.</p> <p>\$9 million project budget, divided in eight sub-projects: Pontoon, Bridge, Building (s), Demolition, Yardwork, Lighting, CBSA PIL Booths and BFL Booths.</p>
<b>Scope</b>		n/a	<p>Performance Specifications from Eastpoint for Pontoon work &amp; Bridge rebuild expected week of March 17<sup>th</sup>, 2019.</p> <p>Eastpoint to transmit DRAFT performance Spec's for review by ToY week of March 17<sup>th</sup>, 2019. Design &amp; Management tender kickoff meeting March 14<sup>th</sup>, 2019. The interested parties will tour the site and ask questions about logistics and scope.</p> <p>Additional consideration required on design concept and priority elements per CBSA.</p>
<b>Schedule</b>		n/a	<p>RFP Schedule—On time, Overall Project Schedule—On time</p> <p>The project is maintaining overall schedule. Site visit for tender kickoff slipped 1 week. No expected impacts to overall project or RFP schedule.</p>
<b>Cost</b>		n/a	<p>Total project budget is \$9 million. No project expenditures to date.</p>

**Status Key**

<b>Green</b>	Strong probability the project will be delivered on time, within budget, and with acceptable quality. Schedule Performance Index (SPI) and Cost Performance Index (CPI) is .91 or above.
<b>Yellow</b>	Good probability the project will be delivered on time, within budget, and with acceptable quality. Schedule, budget, resource, or scope changes may be needed. Schedule Performance Index (SPI) and Cost Performance Index (CPI) is .81 to .90.
<b>Red</b>	Probable that the project will NOT be delivered with acceptable quality without changes to schedule, budget, resources, and/or scope. Scheduled Performance Index (SPI) and Cost Performance Index (CPI) is .80 or below.

**Scope: Change Request History**

List any amendments made to the original contract and ensure they have a unique identifier number (Id). Use the following table:

Id.	Title	\$amount	Schedule change (if any)	Status (in review, agreed, withdrawn)	Comments

Describe below any major changes since the previous report.

No Change Request as of March 14, 2019 Reporting.
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**Schedule: Key Milestones Table (those that represent significant project progress)**

Each key milestone will have a unique identifier number (Id).

Id.	Owner	Title	Plan completion date	Forecast completion date as reported last quarter	Forecast completion date as reported last quarter	Current forecast completion date	Actual completion date
			dd-mmm-yy	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy
00	CGH	RFP Close	27-MAR-19			3-APR-19	TBD
01	CGH	RFP Award	24-APR-19			24-APR-19	TBD
02	CGH	Design/Mgmt. Consult Start	01-MAY-19			01-MAY-19	TBD

**Progress and Deviations from Plan**

RFP closing moved back 1 week at request of multiple potential proponents. Time to be made up in evaluation timeframe.  No deviations to overall plan
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**Cost: Financial Status (\$ Cdn)**

Project Name	Project Budget	Revised Budget (if applicable)	Expenditures to Date	Estimated Cost at Completion
Pontoon	2,024,000			
Bridge	504,000			
Building	494,000			
Demolition	694,000			
Yardwork	2,222,500			
Lighting	1,624,000			
PIL Booths	968,500			
BFL Booth	489,000			
<b>Total</b>	<b>9,000,000</b>			

Describe any major changes since the previous report, or any other commentary you feel is appropriate.

**Other**

Add anything else you think is appropriate, such as reports on any outside audits / reviews of the project and their key findings as appendix items to this report.

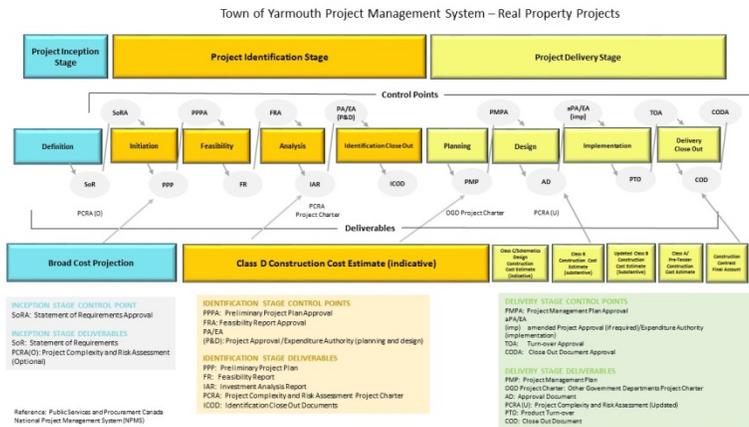
**Definitions:**

**Contract Type:** Identify the type of contract the project is guided by (Ex: Time & Material, Fixed Price, Internal, other)

**Distribution:** Identify the person(s) with name and title, department(s) with name and organization and/or organization(s) with name that will be receiving Monthly Project Status Report internally and externally.

**Project Name:** Project Name assigned (if project is being funded by an outside source, use the same project name for consistency).

**Project Phase:** Identify the phase (Project Inception Stage, Project Identification Stage, Project Delivery Stage) within the Town’s adopted Project Management Process that you are reporting in.



**Project Number:** Project Financial Reporting Code(s) as provided by Director of Finance.

**Project Manager:** Project Manager name assigned to Project.

**Report Date:** Identify the date status report produced, dd-mmm-yy

**Status Key Performance Index Definitions:**

**Schedule Performance Index (SPI):** As per the Project Management Book of Knowledge (PMBOK) Guide, “The Schedule Performance Index (SPI) is a measure of schedule efficiency, expressed as the ratio of earned value to planned value.” The Schedule Performance Index gives you information about the schedule performance of the project. It is the efficiency of the time utilized on the project.

Formula for the Schedule Performance Index (SPI)

The Schedule Performance Index can be determined by dividing earned value by planned value.

$$\text{Schedule Performance Index} = (\text{Earned Value}) / (\text{Planned Value}) \quad \text{SPI} = \text{EV} / \text{PV}$$

With the above formula, you can conclude that:

- If the SPI is greater than one, this means more work has been completed than the planned work. In other words, you are ahead of schedule.
- If the SPI is less than one, this means less work has been completed than the planned work. In other words, you are behind schedule.
- If the SPI is equal to one, this means work is being completed at about the same rate as planned, you are on time.

**Cost Performance Index (CPI):** As per the Project Management Book of Knowledge (PMBOK) Guide, “The Cost Performance Index (CPI) is a measure of the cost efficiency of budgeted resources, expressed as a ratio of earned value to actual cost.”

The Cost Performance Index specifies how much you are earning for each dollar spent on the project. The Cost Performance Index is an indication of how well the project is remaining on budget.

Formula for the Cost Performance Index (CPI)

The Cost Performance Index can be determined by dividing earned value by actual cost.

$$\text{Cost Performance Index} = (\text{Earned Value}) / (\text{Actual Cost}) \quad \text{CPI} = \text{EV} / \text{AC}$$

With the above formula, you can conclude that:

- If the CPI is less than one, you are earning less than the amount spent. In other words, you’re over budget.
- If the CPI is greater than one, you are earning more than the amount spent. In other words, you are under budget.
- If the CPI is equal to one, this means earning and spending are equal. You can say that you are proceeding exactly as per the planned budget spending, although this rarely happens.