

MEMORANDUM

To: Tommy Case
 From: Mike Silverman
 Date: January 2, 2012
 Re: **Commonwealth IT Assessment – Status Report #1
 Dec. 1, 2011 – Dec. 31, 2011**

Executive Summary

During this reporting period, PTI initiated the engagement. Efforts included delivering the information request and draft data collection tools, preparation for the kickoff meeting and on-site interviews, and planning the data collection training.

Our team will be in Frankfort during the week of Jan. 9 for our initial field work. The schedule is not yet complete and will require focused effort over the first week of January.

Outstanding questions surrounding the data collection tools also need to be resolved prior to the training session on Jan. 4 and subsequent release of the data collection tool. Return of the associated data represents a critical path activity – delays in receiving the data will likely cause corresponding delays in the project.

No issues exist.

Tasks Completed/In Progress

The following table presents our current task completion status.

Task	Completion %
Project Management	
PM.1 Manage Project	15%
PM.2 Develop and Distribute Information Request	90%
PM.3 Conduct Project Kickoff	15%
Phase 1: Assessment	
1.1 Review State and Cabinet/Agency Data and Documentation	10%
1.2 Conduct Interviews	0%
1.3 Conduct State IT Best Practices Research	0%
1.4 Evaluate Current IT Governance	0%
1.5 Analyze IT Funding	0%
1.6 Analyze IT Spending	0%
1.7 Assess IT Organization and Service Delivery	0%
1.8 Assess IT Workload Drivers	0%
1.9 Assess Service Catalog	0%
1.10 Develop Findings	0%
1.11 Conduct Findings Validation Workshops	0%
Phase 2 – Strategy Development	
2.1 Develop IT Sourcing Evaluation Indicators	0%
2.2 Develop Recommendations	0%
2.3 Develop IT Service Catalog Measures	0%

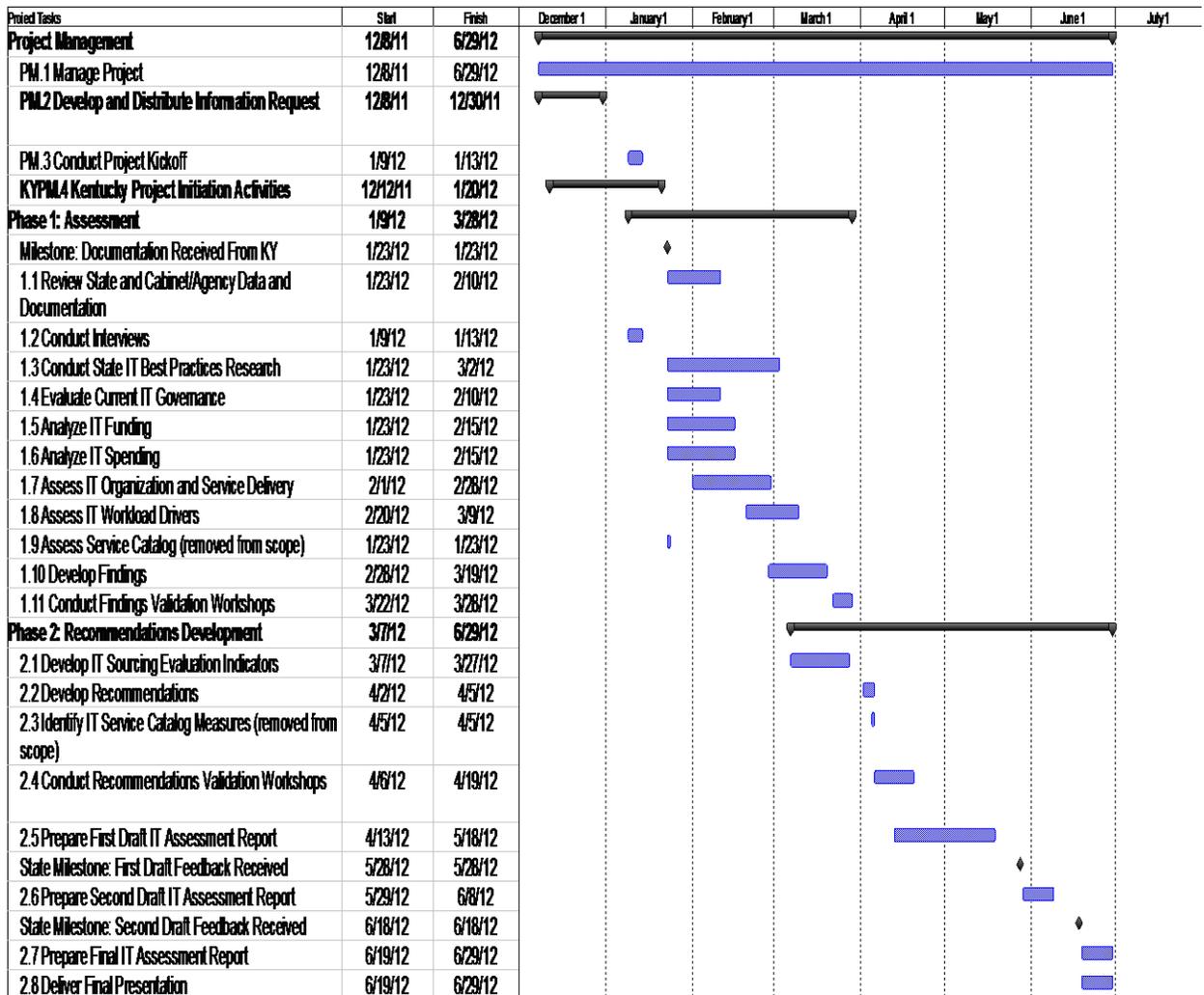
Task	Completion %
2.4 Conduct Recommendations Validation Workshops	0%
2.5 Prepare First Draft IT Assessment Report	0%
2.6 Prepare Second Draft IT Assessment Report	0%
2.7 Prepare Final IT Assessment Report	0%
2.8 Deliver Final Presentation	0%

Plans for Next Period (Jan. 1, 2011 – Jan. 31, 2011)

In January we will complete our on-site interviews and begin our best practices research, along with our analysis of the State’s IT staffing, funding, spending, and governance.

Project Schedule

The Gantt chart below presents the current project timeline.



Issues/Resolution

There are no issues to report at this time.