



Sample

Subject:

SECDEP Mifos Deployment Status Update - 6/22 - 6/29

Body:

Project Status - Green

Changes to Project Schedule

- Testing - Has been extended to July 3rd due to it getting started later due to data entry delays. Report testing may take longer
- User Training - Has been moved to July 17th & 18th, right before the First Pilot.
- Admin Training - Has been not been rescheduled yet. Has been delayed due to other higher priority items but will be completed before completion of project.

Last Week's Accomplishments and Project Activities

- Data Entry - Completed
- Business Process Mapping
 - 2nd review performed.
- Training
 - Reviewed and finalized Agenda. Will send out a copy once a final draft is completed.
- Reporting
 - Special Loans Aging Fixed
- UATs
 - Started on Tuesday 6/23
 - Currently working on Data entry Testing -75% complete
 - Review and finalized UAT Plan. See Attached
 - Built Google worksheet for tracking report testing
- Data Migration
 - Built Alternative Loan Interest Rate Tool for data migrations
- Put up Issue Tracker on Google Docs
- Discussed Awareness Campaign.
- Ryan onsite 6/22-6/24

This Week's Planned Project Activities

- Finalize Business Processes
- Testing
 - Complete data entry, bpm and general UAT tests
- Continue work on training development
- Draft Plan for Live Test
- Continue work on fixing reports