

## Director's Portfolio Summary Report

### Directorate: CSS

Proj #	Priority	Project Name	Project Manager	Project Sponsor	Phase	State	Budget	Planned Start	Scheduled Start	Planned Finish	Scheduled Finish	Timeline Status	Scope Status	Budget Status	Sponsor Relationship Status
336	2009 Fall	IS&T Exchange Migration	Deborah Bowser	Barbara Goguen & Theresa Regan	Execute & Control	In Progress	\$369,245.00	3/15/09	3/2/09	6/30/10	6/30/10	Yellow	Green	Yellow	Green
428		Request Tracker 3.8 Upgrade	Irina Vainstock	Barbara Goguen		Not Started	\$140,000.00	5/3/10	5/3/10	11/5/10	11/5/10				
378		Ticketing Tool Discovery	Irina Vainstock	Barbara Goguen	Prepare	In Progress	\$17,609.00	10/8/09	10/8/09	5/28/10	7/15/10	Yellow	Yellow	Yellow	Green
426		PGP Desktop Software Rollout	Michael Halsall	Deb Fisher & Marilyn Smith	Execute & Control	In Progress	0	2/1/09	2/10/09	12/31/10	9/30/10	Green	Green	Green	Green
400		Concurrent Licensing with Keyserver	Jonathan Hunt	Patricia Sheppard	Execute & Control	In Progress	\$55,400.00	10/15/09	9/28/09	6/30/10	6/30/10	Yellow	Green	Green	Green
390		CSS: Billing	Robert Smyser	Patricia Sheppard	Execute & Control	In Progress	\$26,000.00	8/1/09	8/3/09	12/31/09	6/1/10	Green	Green	Green	Green
397		DS - DCAD Business Model Revamp	Jeffrey Reed	Chris Lavallee	Execute & Control	In Progress	\$8,000.00	10/28/09	10/28/09	6/30/10	6/30/10	Green	Green	Green	Green
396		DS - DDM Asset Recovery	Chuck King	Chris Lavallee	Execute & Control	In Progress	\$7,977.00	5/15/09	5/15/09	4/30/10	4/30/10	Green	Green	Green	Green
395		DS - DDM Realignment	Chuck King	Chris Lavallee	Close	In Progress	\$1,850.00	11/1/09	11/2/09	5/21/10	4/28/10	Green	Green	Green	Green

### Directorate: Finance

Proj #	Priority	Project Name	Project Manager	Project Sponsor	Phase	State	Budget	Planned Start	Scheduled Start	Planned Finish	Scheduled Finish	Timeline Status	Scope Status	Budget Status	Sponsor Relationship Status
263		Review Billing Process		TBA	Prepare	On Hold	0	7/1/07	7/1/07	9/30/08	9/30/08	None	None	None	None

### Directorate: ISDA

Proj #	Priority	Project Name	Project Manager	Project Sponsor	Phase	State	Budget	Planned Start	Scheduled Start	Planned Finish	Scheduled Finish	Timeline Status	Scope Status	Budget Status	Sponsor Relationship Status
429		SWRT: CertAid 2.0		Barbara Goguen		Not Started	0	4/30/10	4/30/10	6/18/10	6/7/10				
422		Reporting & Forecasting Tool (Raft) - Phase II	Amon Horne	Claude Canizares	Initiate	In Progress	0	2/22/10	3/1/10	11/22/10	11/22/10	Green	Green	Green	Green
405		Stellar 2.3	Derek Jaeger	Student Systems Steering Committee	Execute & Control	In Progress	\$309,500.00	12/3/09	11/27/09	9/7/10	9/7/10	Green	Green	Green	Green
423		DW Reporting Tool Selection Project	Amon Horne	Doreen Morris	Execute & Control	In Progress	0	1/4/10	1/4/10	5/14/10	5/31/10	Yellow	Green	Green	Green
412		iPhone App	Andrew Yu	MIT News Office	Execute & Control	In Progress	\$125,000.00	11/16/09	11/16/09	3/1/10	6/11/10	Green	Green	Green	Green
342		Kerberos Logins to Warehouse	Mary Weisse	Mary Weisse	Execute & Control	In Progress	\$6,600.00	6/1/09	6/4/09	8/28/09	8/31/10	Yellow	Green	Green	Green
272		MIT DOS Project	Steve Winig	Cec d'Oliveira, Steve Gass, MacKenzie	Execute & Control	In Progress	\$750,000.00	4/1/09	10/12/09	6/30/10	6/18/10	Green	Green	Green	Green

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**Directorate: ISDA**

Proj #	Priority	Project Name	Project Manager	Project Sponsor	Phase	State	Budget	Planned Start	Scheduled Start	Planned Finish	Scheduled Finish	Timeline Status	Scope Status	Budget Status	Sponsor Relationship Status
				Smith											
223		MIT Touchstone 2.0	Paul Hill	Stephen Buckley	Execute & Control	In Progress	\$306,157.00	3/2/09	2/2/09	6/30/10	6/14/10	Yellow	Yellow	Green	Green
379		perMIT (phase 2)	Michael Gettes	Stephen Buckley	Execute & Control	In Progress	\$190,500.00	7/1/09	7/1/09	6/30/10	6/30/10	Red	Green	Green	Green
416		Webmoira UI Rollout	Derek Jaeger	ISDA	Execute & Control	In Progress	\$20,000.00	2/15/10	2/15/10	6/25/10	6/25/10	Green	Green	Green	Green
417		Wikis Upgrade	Derek Jaeger	ISDA	Execute & Control	In Progress	\$30,000.00	3/1/10	3/1/10	7/1/10	7/30/10	Green	Green	Green	Green

**Data Field Descriptions**

- Proj # - The number of the project within the PPM system. This number is autogenerated by Daptiv at the creation of a project request.
- Priority - If this project is currently a Top Priority Project, the priority will be displayed. Priority Project information is entered by the Project Services Office.
- Project Name - The name of the project. This is entered by the project requestor during the creation of a project request and can be changed at anytime by the project manager by editing the project profile.
- Project Manager - The individual responsible for overseeing the project. This field needs to be manually selected after the project has been created. The project manager can access this by editing the project profile.
- Project Sponsor - The individual with the authority to define and approve the work of the project. This is entered by the project requestor during the creation of a project request and can be changed at anytime by the project manager by editing the project profile.
- Phase - Where the project is within IS&T PM Framework (for additional information, see IS&T's Project Management Methodology). This is set by the project manager during a Status Update and should be updated as necessary.
- State - Where the project is with regard to a standard work cycle (Not Started, In Progress, Completed, On Hold, or Cancelled). This is set by the project manager during a Status Update and should be updated as necessary.
- Budget - The planned overall cost of the project. This field needs to be manually entered after the project has been created. The project manager can access this by editing the project profile.
- Planned Start - The anticipated start date of the project. This is entered during the project generation process and can be changed at anytime by the project manager by editing the project profile. Note, once a project has entered the Execute & Control phase, this field should not be updated.
- Scheduled Start - The start date of the first chronological task on the project. This can be changed by adjusting the dates of the tasks through the Edit Task control. Note, if there are no tasks, this will be the Planned Start.
- Planned Finish - The anticipated end date of the project. This is entered during the project generation process and can be changed at anytime by the project manager by editing the project profile. Note, once a project has entered the Execute & Control phase, this field should not be updated.
- Scheduled Finish - The end date of the last chronological task on the project. This can be changed by adjusting the dates of the tasks through the Edit Task control. Note, if there are no tasks, this will be the Planned Finish. Note, if this date is prior to today's date, this will be highlighted with a red box.
- Timeline Status - A visual representation of how the project is progressing against to the established schedule. This should be set by the project manager during a Status Update and should be updated monthly. Note, if no schedule exists, this should be set to Red.
- Scope Status - A visual representation of how the project is progressing against the defined scope. This should be set by the project manager during a Status Update and should be updated monthly. Note, if no agreed-upon scope exists, this field should be set to Red.
- Budget Status - A visual representation of how the project is progressing according to the established schedule. This should be set by the project manager during a Status Update and should be updated monthly. Note, if no budget is specified in the Budget field, this field should be set to None.
- Sponsor Relationship Status - A visual representation of the working relationship between the project manager and the project sponsor. This should be set by the project manager during a Status Update and should be updated monthly. Note, if no sponsor has been identified, this should be set to Red.