

Open and Accountable Elections		Reporting Date: 8/20/2019	
Quality Assurance Executive Summary			
Authored by:	Clifford Smith, PMP		
Overall Rating	Red		
Schedule Rating	Red		The risk of late delivery remains high.
Budget Rating	Yellow		Cost: Extended delays are likely to Funding: Project is funded from the
Scope Stability Rating	Yellow		Additional Orestar interface requirements to be analyzed, and they
Overall Trend		Prior Report Scores	Current Report Scores
Overall Score	Unchanged		3.0
Risk Management	Decrease		2.9
Project Deliverables	Decrease		2.9
Project Mgmt.	Increase		2.9
Product Deliverables	Unchanged		3.3
Reporting Summary	Current progress indicates project completion in November. Core functionality is planned to be delivered in September. If CSF can deliver in September, the City will be able to administer campaigns and will not need to hire additional staff. Due to past		
Notes and Changes since last report	The Schedule rating remained red due to the continued delivery delays. The Scope rating was lowered from green to yellow due to new requirements for the Orestar interface. There is one new recommendation, Rec. 6.		
Current Recommendations	Rec. 6: Define new requirements for the Orestar interface. Then document via a change order any impact on the schedule and budget.		
Prior Recommendations (Status is on the Recommendations sheet)	Rec. 5 : Develop a User Acceptance Test Plan to be executed after each CSF deliverable, including a regression test after the final deliverable. The plan should incorporate the acceptance criteria in each of the individual Task Orders.		

Individuals Interviewed/Da tes	<i>City Sponsor 8/12/19, 8/20/19 CSF's Creative director 7/12/19/19</i>
Documents Reviewed/Date s	<i>June and July OAE TOC Updates Slack web site: Communications among the OAE team GitHub web site: Project planning, tracking, and reporting documents from the CSF OAE team</i>
Meetings Attended/Dates	<i>City Project Sponsor 8/19/19 Check-in with City and CSF managers 7/15/19 CSF Creative Director 8/5/19, 8/12/19</i>