



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/05/2019 to 31/05/2019

<p>PHASE: Planning</p>	<p>OVERALL STATUS: Green/Amber/Red</p>																																				
<p>Project Owner (PO): [REDACTED] Business Manager (BM): [REDACTED] Solution Provider (SP): [REDACTED] Project Manager (PM): [REDACTED]</p>	<p>MILESTONES</p> <p>03/06/2019: Launch of MoU signature for SG study on the application of AI techniques for the EASE project</p>																																				
<p>PROJECT STATUS SUMMARY</p> <p>Negotiations are ongoing with Deloitte regarding the scope and cost of the business analysis contract. It should be finalised soon and signed in June.</p> <p>The MoU for the SG study on the application of artificial intelligence techniques for the EASE project is circulating for signature. A kick-off meeting will be organised before the end of the month.</p> <p>The approach for the business analysis will be based on Deloitte's proposal that focuses on delivery of user-centric artefacts and iterative usability testing. This should ensure a user-friendly solution that will be accepted by the users.</p> <p>The technical assessment of Compass Corporate has started and will be due to deliver the first conclusions for the June/July Steering Committee meeting.</p>	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG)</p> <p>Status: Green/Amber/Red ➤ Open: 0</p> <p>RISKS (INPUT FROM RISK LOG)</p> <p>The register will be updated during the month of June</p> <p>Status: Green/Amber/Red ➤ Active: 7 ➤ Procurement and supplier management <9> ➤ Complexity of data migration <9> ➤ Lack of user acceptance <8> ➤ Integration with other systems <8> ➤ Insufficient time <6> ➤ Compass Corporate endorsement and complexity <6> ➤ Complexity of data protection constraints <4></p>																																				
<p>PROJECT INDICATORS</p> <p>Schedule: Green/Amber/Red</p> <table border="1" data-bbox="170 1186 868 1512"> <thead> <tr> <th>Track</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> </tr> </thead> <tbody> <tr> <td>Assessment</td> <td>Assessment</td> <td>Architecture & implementation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Analysis</td> <td>Contract</td> <td colspan="4">Analysis & design</td> </tr> <tr> <td>Development</td> <td>Compass Corporate endorsement</td> <td colspan="4">Proof of concept</td> </tr> <tr> <td>AI study</td> <td>MoU</td> <td>Use cases</td> <td colspan="3">Proof of concept</td> </tr> <tr> <td>Milestones</td> <td>DIGIT MoU Analysis contract</td> <td>CC demo & decision</td> <td>Architecture to DICB</td> <td colspan="2">Initial application analysis EASE PoC demo AI PoC demo</td> </tr> </tbody> </table> <p>Cost: Green/Amber/Red</p> <p>➤ Current Year: ➤ Received: 610 K€ ➤ Consumed: 25 K€</p>	Track	May	Jun	Jul	Aug	Sep	Assessment	Assessment	Architecture & implementation				Analysis	Contract	Analysis & design				Development	Compass Corporate endorsement	Proof of concept				AI study	MoU	Use cases	Proof of concept			Milestones	DIGIT MoU Analysis contract	CC demo & decision	Architecture to DICB	Initial application analysis EASE PoC demo AI PoC demo		<p>ISSUES (INPUT FROM ISSUE LOG)</p> <p>Status: Green/Amber/Red ➤ Urgent: 0</p> <p>DECISIONS (INPUT FROM DECISION LOG)</p>
Track	May	Jun	Jul	Aug	Sep																																
Assessment	Assessment	Architecture & implementation																																			
Analysis	Contract	Analysis & design																																			
Development	Compass Corporate endorsement	Proof of concept																																			
AI study	MoU	Use cases	Proof of concept																																		
Milestones	DIGIT MoU Analysis contract	CC demo & decision	Architecture to DICB	Initial application analysis EASE PoC demo AI PoC demo																																	



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/05/2019 to 31/05/2019

ACTIVITIES PERFORMED AND PLANNED

Performed:

- Drafting and submitting the SG-DIGIT MoU for the AI study.
- Finalisation of the technical annex for the business analysis contract.

Ongoing:

- Negotiations with Deloitte for the business analysis contract.
- Technical assessment of the Compass Corporate platform, services and tools.
- Update of the ISA² 2020 work plan.

Planned:

- Meeting with SG.B.4 to present the potential impacts of the EASE and New RegDoc projects on Decide.
- Meeting with the EU Send team to review the corporate reusable solutions for sending documents.
- Revision of the risk register.
- Elaboration of a detailed project planning and budget.
- Elaboration of the technical architecture documentation.
- Kick-off of AI study.
- Kick-off of business analysis.
- June/July Project Steering Committee meeting.



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/06/2019 to 30/06/2019

<p>PHASE: Planning</p>	<p>OVERALL STATUS: Green/Amber/Red</p>																														
<p>Project Owner (PO): ██████████ Business Manager (BM): ██████████ Solution Provider (SP): ██████████ Project Manager (PM): ██████████</p>	<p>MILESTONES</p> <p>27/06/2019: Signature of the MoU and kick-off for SG study on the application of AI techniques for the EASE project</p>																														
<p>PROJECT STATUS SUMMARY</p> <p>Negotiations with Deloitte have been finalised for the business analysis contract.</p> <p>The MoU for the SG study on the application of artificial intelligence techniques for the EASE project has been signed and the kick-off meeting with DIGIT.D.3 took place.</p> <p>The initial technical assessment of Compass Corporate has proven to be inconclusive so far so a remedial action plan has been proposed by DIGIT, AGRI & RTD. The assessment will be prolonged until the end of the summer with the aim of implementing a proof-of-concept on a dedicated EASE development environment.</p> <p>The 90 K€ from the ISA² that were reserved for Brexit contingency measures have been released and added to the project's available budget.</p>	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG)</p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Open: 0 <p>RISKS (INPUT FROM RISK LOG)</p> <p>The register has been updated in June.</p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Active: 9 ➤ Procurement and supplier management <9> ➤ Complexity of data migration <9> ➤ Lack of user acceptance <8> ➤ Integration with other systems <8> ➤ Insufficient time <6> ➤ Compass Corporate endorsement and complexity <6> ➤ Complexity of data protection constraints <4> ➤ Lack of stakeholder involvement <4> ➤ Changes in requirements <4> 																														
<p>PROJECT INDICATORS</p> <p>Schedule: Green/Amber/Red</p> <table border="1" data-bbox="108 1377 981 1729"> <thead> <tr> <th>Track</th> <th>Jun</th> <th>July</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> </tr> </thead> <tbody> <tr> <td>Assessment & development</td> <td>Assessment</td> <td>Architecture documentation</td> <td>Proof-of-concept</td> <td></td> <td></td> </tr> <tr> <td>Analysis</td> <td>Contract</td> <td>Analysis & design</td> <td></td> <td></td> <td></td> </tr> <tr> <td>AI study</td> <td>MoU</td> <td>Use cases</td> <td>Proof-of-concept</td> <td></td> <td></td> </tr> <tr> <td>Milestones</td> <td>DIGIT MoU Analysis contract</td> <td></td> <td>Architecture to ITCB CC demo & decision</td> <td>EASE PoC demo</td> <td>Initial application analysis AI PoC demo</td> </tr> </tbody> </table> <p>Cost: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Current Year: ➤ Received: 800 K€ ➤ Consumed: 50 K€ ➤ Remaining: 750 K€ 	Track	Jun	July	Aug	Sep	Oct	Assessment & development	Assessment	Architecture documentation	Proof-of-concept			Analysis	Contract	Analysis & design				AI study	MoU	Use cases	Proof-of-concept			Milestones	DIGIT MoU Analysis contract		Architecture to ITCB CC demo & decision	EASE PoC demo	Initial application analysis AI PoC demo	<p>ISSUES (INPUT FROM ISSUE LOG)</p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Urgent: 0 <p>DECISIONS (INPUT FROM DECISION LOG)</p> <ul style="list-style-type: none"> ➤ Allocate 2019 GestDem development budget (100 K€) to EASE project
Track	Jun	July	Aug	Sep	Oct																										
Assessment & development	Assessment	Architecture documentation	Proof-of-concept																												
Analysis	Contract	Analysis & design																													
AI study	MoU	Use cases	Proof-of-concept																												
Milestones	DIGIT MoU Analysis contract		Architecture to ITCB CC demo & decision	EASE PoC demo	Initial application analysis AI PoC demo																										



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/06/2019 to 30/06/2019

ACTIVITIES PERFORMED AND PLANNED

Performed:

- Signature of the SG-DIGIT MoU for the AI study.
- Preparation of the procurement procedure for the business analysis contract.
- Meeting with SG.B.4 to present the potential impacts of the EASE and New RegDoc projects on Decide.
- Meeting with the EU Send team to review the corporate reusable solutions for sending documents.
- Revision of the risk register.
- Kick-off of AI study.

Ongoing:

- Technical assessment of the Compass Corporate platform, services and tools.
- Update of the ISA² 2020 work plan.
- Architecture overview document.

Planned:

- Kick-off of business analysis.
- AI Study workshops for the high level use cases.
- AI Study GestDem & Ares data collection.
- Elaboration of a detailed project planning and budget.
- Elaboration of the technical architecture documentation.
- Development contract technical annex.
- August Contract Steering Committee meeting with Deloitte.
- September Project Steering Committee meeting.



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/07/2019 to 31/07/2019

PHASE: Planning	OVERALL STATUS: Green/Amber/Red																														
Project Owner (PO): ██████████ Business Manager (BM): ██████████ Solution Provider (SP): ██████████ Project Manager (PM): ██████████	MILESTONES 29/07/2019: Signature of the business analysis contract with Deloitte.																														
PROJECT STATUS SUMMARY After several delays, the business analysis contract has finally been signed with Deloitte have been finalised for the business analysis contract. Due to these delays, Deloitte proposed to kick-start the project with an intensive five-day design sprint planned for the first week of August. Based on the first partially negative assessment of Compass Corporate, DG RTD and DG AGRI put forth a comprehensive support and training plan for the development team. The effort proved to be conclusive and the team managed to setup a demo workflow and integrate with My WorkPlace within a matter of days. The 2018.05 action 2020 work plan was adjusted and reviewed before being submitted to the Secretary-General and DG DIGIT.	PROJECT CHANGES (INPUT FROM CHANGE LOG) Status: Green/Amber/Red ➤ Open: 0																														
	RISKS (INPUT FROM RISK LOG) Status: Green/Amber/Red ➤ Active: 9 ➤ Procurement and supplier management <9> ➤ Complexity of data migration <9> ➤ Lack of user acceptance <8> ➤ Integration with other systems <8> ➤ Insufficient time <6> ➤ Compass Corporate endorsement and complexity <6> ➤ Complexity of data protection constraints <4> ➤ Lack of stakeholder involvement <4> ➤ Changes in requirements <4>																														
PROJECT INDICATORS Schedule: Green/Amber/Red <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Track</th> <th>Jun</th> <th>July</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Assessment & development</td> <td></td> <td style="background-color: #4a7ebb; color: white;">Asses-ment</td> <td style="background-color: #4a7ebb; color: white;">Architecture documentation</td> <td style="background-color: #4a7ebb; color: white;">Proof-of-concept</td> <td style="background-color: #4a7ebb; color: white;">Contract</td> </tr> <tr> <td style="background-color: #e0e0e0;">Analysis</td> <td style="background-color: #4a7ebb; color: white;">Contract</td> <td colspan="4" style="background-color: #4a7ebb; color: white;">Analysis & design</td> </tr> <tr> <td style="background-color: #e0e0e0;">AI study</td> <td style="background-color: #4a7ebb; color: white;">MoU</td> <td colspan="2" style="background-color: #4a7ebb; color: white;">Use cases</td> <td colspan="2" style="background-color: #4a7ebb; color: white;">Proof-of-concept</td> </tr> <tr> <td style="background-color: #e0e0e0;">Milestones</td> <td style="background-color: #4a7ebb; color: white;">DIGIT MoU Analysis contract</td> <td></td> <td style="background-color: #4a7ebb; color: white;">Architecture to ITCB CC demo Rollout plan</td> <td style="background-color: #4a7ebb; color: white;">Initial application analysis EASE PoC demo</td> <td style="background-color: #4a7ebb; color: white;">AI PoC demo</td> </tr> </tbody> </table> Cost: Green/Amber/Red ➤ Current Year: ➤ Received: 800 K€ ➤ Consumed: 318 K€ ➤ Remaining: 482 K€	Track	Jun	July	Aug	Sep	Oct	Assessment & development		Asses-ment	Architecture documentation	Proof-of-concept	Contract	Analysis	Contract	Analysis & design				AI study	MoU	Use cases		Proof-of-concept		Milestones	DIGIT MoU Analysis contract		Architecture to ITCB CC demo Rollout plan	Initial application analysis EASE PoC demo	AI PoC demo	ISSUES (INPUT FROM ISSUE LOG) Status: Green/Amber/Red ➤ Urgent: 0
Track	Jun	July	Aug	Sep	Oct																										
Assessment & development		Asses-ment	Architecture documentation	Proof-of-concept	Contract																										
Analysis	Contract	Analysis & design																													
AI study	MoU	Use cases		Proof-of-concept																											
Milestones	DIGIT MoU Analysis contract		Architecture to ITCB CC demo Rollout plan	Initial application analysis EASE PoC demo	AI PoC demo																										
	DECISIONS (INPUT FROM DECISION LOG) ➤ Allocate 2019 GestDem development budget (100 K€) to EASE project																														



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/07/2019 to 31/07/2019

ACTIVITIES PERFORMED AND PLANNED

Performed:

- Kick-off of business analysis.
- Update of the ISA² 2020 work plan for action 2018.05.

Ongoing:

- Technical assessment of the Compass Corporate platform, services and tools.
- AI Study GestDem & Ares data collection.
- Elaboration of a detailed project planning and budget.
- Elaboration of the technical architecture documentation.
- Architecture overview document.
- Business analysis workshops.

Planned:

- Business analysis design sprint.
- A review of the business analysis work-plan.
- Second business analysis sprint.
- AI Study workshops for the high level use cases.
- Development contract technical annex.
- September Project Steering Committee meetings with project stakeholders & Deloitte.



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/08/2019 to 31/08/2019

<p>PHASE: Executing</p>	<p>OVERALL STATUS: Green/Amber/Red</p>																																				
<p>Project Owner (PO): ██████████ Business Manager (BM): ██████████ Solution Provider (SP): ██████████ Project Manager (PM): ██████████</p>	<p>MILESTONES 09/09/2019: Conclusion of the first business analysis "design sprint".</p>																																				
<p>PROJECT STATUS SUMMARY The technical and business team members came together with Deloitte for an intense week of designing the future solution during the first "design sprint". This exercise allowed the consolidated team to work together to go from an idea to a concrete prototype and to obtain end-user feedback. The individual feedback was very positive and the results very valuable for this early stage of the project.</p> <table border="1" data-bbox="108 734 1018 940"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Make a map & Choose a target</td> <td>Sketch competing solutions</td> <td>Decide on the best</td> <td>Build a realistic prototype</td> <td>5 usability test</td> </tr> </tbody> </table> <p>Activities</p> <ul style="list-style-type: none"> Monday: Agree on LT goal and the stakeholders (actors); Map the stakeholder's Journey /Interactions; Ask experts to verify map; Identify problems; Pick a target problem to solve Tuesday: Solution brainstorming (pitch); Review ideas from brainstorm to remix and improve; Sketch concepts to solve the identified problems Wednesday: Critique and prioritise each sketched solution; Select winning sketches; Create a storyboard Thursday: Turn storyboard into a low fidelity prototype Friday: Conduct 5 Interviews; Open-ended questions; Identify what can be improved in the prototype <p>As a follow-up to the design sprint, the core team planned and organised the next business analysis sprint that will run for three weeks. Analysis meetings and workshops were held during the first weeks of this sprint.</p> <p>The development team continued to consult DIGIT & RTD to fine-tune their understanding of the Compass Corporate and My WorkPlace environments.</p> <p>Work continued on collecting data for the SG AI study.</p>	Monday	Tuesday	Wednesday	Thursday	Friday						Make a map & Choose a target	Sketch competing solutions	Decide on the best	Build a realistic prototype	5 usability test	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG) Status: Green/Amber/Red ➤ Open: 0</p>																					
Monday	Tuesday	Wednesday	Thursday	Friday																																	
Make a map & Choose a target	Sketch competing solutions	Decide on the best	Build a realistic prototype	5 usability test																																	
<p>PROJECT INDICATORS Schedule: Green/Amber/Red</p>	<p>RISKS (INPUT FROM RISK LOG) Status: Green/Amber/Red ➤ Active: 9 ➤ Procurement and supplier management <9> ➤ Complexity of data migration <9> ➤ Lack of user acceptance <8> ➤ Integration with other systems <8> ➤ Insufficient time <6> ➤ Compass Corporate endorsement and complexity <6> ➤ Complexity of data protection constraints <4> ➤ Lack of stakeholder involvement <4> ➤ Changes in requirements <4></p>																																				
<table border="1" data-bbox="108 1500 1018 1870"> <thead> <tr> <th>Track</th> <th>Jun</th> <th>July</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> </tr> </thead> <tbody> <tr> <td>Assessment & development</td> <td></td> <td>Assessment</td> <td>Proof-of-concept</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Architecture documentation</td> <td>Contract</td> <td></td> <td></td> </tr> <tr> <td>Analysis</td> <td>Contract</td> <td colspan="3">Analysis & design</td> <td></td> </tr> <tr> <td>AI study</td> <td>MoU</td> <td>Use cases</td> <td>Proof-of-concept</td> <td></td> <td></td> </tr> <tr> <td>Milestones</td> <td>DIGIT MoU Analysis contract</td> <td></td> <td></td> <td>Architecture to EPC CC demo & decision</td> <td>Initial application AI & EASE PoC demos</td> </tr> </tbody> </table> <p>Cost: Green/Amber/Red ➤ Current Year: ➤ Received: 800 K€ ➤ Consumed: 360 K€ ➤ Remaining: 440 K€</p>	Track	Jun	July	Aug	Sep	Oct	Assessment & development		Assessment	Proof-of-concept					Architecture documentation	Contract			Analysis	Contract	Analysis & design				AI study	MoU	Use cases	Proof-of-concept			Milestones	DIGIT MoU Analysis contract			Architecture to EPC CC demo & decision	Initial application AI & EASE PoC demos	<p>ISSUES (INPUT FROM ISSUE LOG) Status: Green/Amber/Red ➤ Urgent: 0</p> <p>DECISIONS (INPUT FROM DECISION LOG) ➤ Allocate 2019 GestDem development budget (100 K€) to EASE project</p>
Track	Jun	July	Aug	Sep	Oct																																
Assessment & development		Assessment	Proof-of-concept																																		
		Architecture documentation	Contract																																		
Analysis	Contract	Analysis & design																																			
AI study	MoU	Use cases	Proof-of-concept																																		
Milestones	DIGIT MoU Analysis contract			Architecture to EPC CC demo & decision	Initial application AI & EASE PoC demos																																



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/08/2019 to 31/08/2019

ACTIVITIES PERFORMED AND PLANNED

Performed:

- Business analysis design sprint 1.
- A review of the business analysis work-plan.
- Elaboration of a detailed project planning and budget.

Ongoing:

- Second business analysis sprint.
- Technical assessment of the Compass Corporate platform, services and tools.
- AI Study GestDem & Ares data collection.
- Elaboration of the technical architecture documentation.
- Business analysis workshops.

Planned:

- AI Study workshops for the high level use cases.
- Development contract technical annex.
- September Project Steering Committee meetings with project stakeholders & Deloitte.