



Project Status Report

EASE

PM² Template v2.5.1



Reporting period: 01/09/2019 to 30/09/2019

<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</p> <p>26/09/2019: Project Steering Committee meet. 06/09/2019: end of sprint 2.</p>																																				
<p>PROJECT STATUS SUMMARY</p> <p>The second business analysis sprint ended and the third one started shortly after. The team agreed on a three-week cycle with a week of consolidation in-between sprints so that the feedback from the user testing could be integrated without impeding on the following topics.</p> <p>Work started on the technical annex of the development contract. The most appropriate framework contract for this type of work is DIGIT-XM in a “quoted time and means” mode. This would allow the most flexibility and allow the project team to retain control of the project delivery milestones.</p> <p>For the AI study, DIGIT identified four use cases and three were short-listed:</p> <ol style="list-style-type: none"> 1. Personal data recognition within documents. 2. Advanced searching based on automatically created keywords. 3. Identification of similar requests. 	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG)</p> <p>Status: Green/Amber/Red ➤ Open: 0</p> <p>RISKS (INPUT FROM RISK LOG)</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> 																																				
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ACTIVITIES PERFORMED AND PLANNED

Performed:

- **Business analysis design sprint 2.**
- **Elaboration of a detailed project planning and budget.**

Ongoing:

- **Third and fourth business analysis sprints.**
- **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.**
- **Preparation of the IT plan documentation.**
- **ISA² quarterly call for Q3.**
- **Validation of the business analysis and elaboration of the technical analysis.**
- **Technical annex for the analysis of the public portal.**
- **November Project Steering Committee meetings with project stakeholders & Deloitte.**



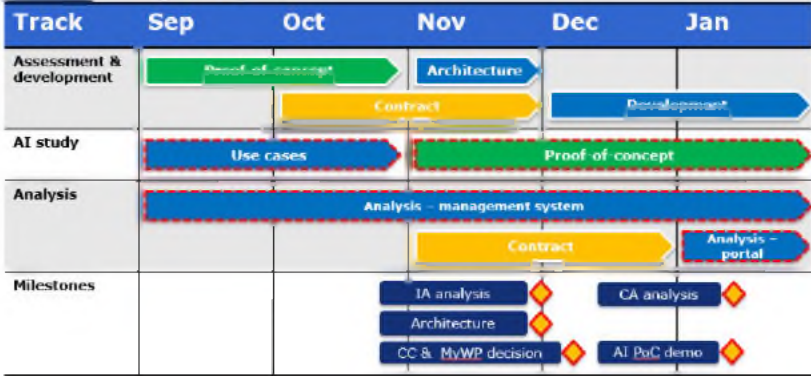
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Reporting period: 01/10/2019 to 31/10/2019

<p>PHASE: Executing</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>25/10/2019: development contract request. 23/10/2019: formalisation of EASE-Compass Corporate requirements. 11/10/2019: end of sprint 3.</p>
<p>PROJECT STATUS SUMMARY</p> <p>The third business analysis sprint ended and the last initial application one started shortly thereafter. The team will then focus on reviewing and accepting the initial application deliverables in view of kicking-off the workshops for the confirmatory application.</p> <p>The request was launched for the development contract. The request covers the development of both the request management system and the public portal. Only the request management system will be launched at first. The development of the public portal will be initiated as soon as the relevant business analysis is nearly done.</p> <p>Regarding the AI study, the “Identification of similar requests” use case was selected for development.</p> <p>The SG development team continues the development of a proof-of-concept that illustrates how all the technical building blocks work together, notably: EU Login, CNS, HRS, eUI, Compass Corporate & the API gateway.</p> <p>A decision regarding the onboarding of SG via the EASE project into the Compass Corporate programme will be officialised during the December Board meeting. In the meantime, the requirements have been officially communicated to RTD/DIGIT/AGRI.</p>	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG)</p> <p><u>Status:</u> Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Open: 0 <p>RISKS (INPUT FROM RISK LOG)</p> <p><u>Status:</u> 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><u>Schedule:</u> Green/Amber/Red</p>  <p><u>Cost:</u> Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Current Year: ➤ Received: 800 K€ ➤ Consumed: 422 K€ ➤ Remaining: 378 K€ 	<p>ISSUES (INPUT FROM ISSUE LOG)</p> <p><u>Status:</u> 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 ➤ Focus the Compass Corporate integration effort on the workflow aspects and wait on the My Workplace integration until the request management system is developed



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Reporting period: 01/10/2019 to 31/10/2019

ACTIVITIES PERFORMED AND PLANNED

Performed:

- Business analysis design sprint 3.
- AI Study workshops for the high level use cases.
- Development contract technical annex.
- ISA² quarterly call for Q3.
- Preparation of the IT plan documentation.
- Compass Corporate integration requirements.

Ongoing:

- Fourth business analysis sprint.
- Technical assessment of the Compass Corporate platform, services and tools.
- Collection of the GestDem and Ares data for the AI Study.
- Elaboration of the technical architecture documentation.
- Validation of the business analysis and elaboration of the technical analysis.

Planned:

- Technical annex for the analysis of the public portal.
- December Project Steering Committee meeting.
- December Compass Corporate Steering Board meeting.



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Reporting period: 01/11/2019 to 30/11/2019

<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</p> <p>28/11/2019: finalisation of the development contract evaluation. 27/11/2019: internal demo of the EASE technical proof-of-concept. 19/11/2019: kick-off of confirmatory application analysis.</p>																																																						
<p>PROJECT STATUS SUMMARY</p> <p>The last business analysis sprint for the last initial application ended. The team wrapped outstanding topics and prepared the first confirmatory application sprint.</p> <p>The evaluation committee finished evaluating the four offers received for the development activities, the award decision will be communicated shortly to the tenderers. The contract should therefore be signed before the end of the year.</p> <p>Regarding the AI study, full access has been granted to DIGIT for their assessment of the HAN & GestDem data. DIGIT.D.1 performed a second evaluation and started implementing the AI models for request similarity estimates.</p> <p>Based on the requirements that were expressed in October, the Compass Corporate Technical Group emitted a positive opinion for the onboarding of the SG and the EASE project onto the Programme. The decision will be confirmed during the December Board meeting.</p>	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG)</p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Open: 2 <ul style="list-style-type: none"> ➤ Joint replies ➤ Postal address request <p>RISKS (INPUT FROM RISK LOG)</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> 																																																						
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ACTIVITIES PERFORMED AND PLANNED

Performed:

- Business analysis design sprint 4.
- Kick-off of confirmatory business analysis sprint 5.
- Technical assessment of the Compass Corporate and corporate building blocks.
- AI Study data assessment workshop.
- Collection of the GestDem and Ares data for the AI Study.
- Development contract tender evaluation.
- Compass Corporate Technical Group meeting.

Ongoing:

- Elaboration of the technical architecture documentation.
- Validation of the business analysis and elaboration of the technical analysis.

Planned:

- Technical annex for the analysis of the public portal.
- December Project Steering Committee meeting.
- January Project Steering Committee meeting.
- December Compass Corporate Steering Board meeting.



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<p>PROJECT STATUS SUMMARY</p> <p>Deloitte, C.1 & C.5 continued working on the business analysis of the confirmatory application process. In the meantime, Thomas submitted for review an early draft of the technical annex for the business analysis of the public portal.</p> <p>The team met with the SG Data Protection Coordinator for a first assessment of "data protection by design and by default" constraints. A second meeting is due to be scheduled in January to follow-up on some of the open questions.</p> <p>The development contract was awarded to European Dynamics and signed on the 29/12. The kick-off meeting is planned for the 22/1.</p> <p>DIGIT.D.1 presented the first screens of the AI study proof-of-concept and discussed the initial findings. They committed to making this version available for testing in January.</p> <p>The Compass Corporate Steering Board confirmed the decision to onboard the EASE project. They committed to providing the required support and infrastructure for the 2020 release.</p>	<p>PROJECT CHANGES (INPUT FROM CHANGE LOG)</p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Open: 6 <ul style="list-style-type: none"> ➤ Joint replies ➤ Deferred publication ➤ Postal address request ➤ Template management ➤ Applicant & case link ➤ Unit attribution review <p>RISKS (INPUT FROM RISK LOG)</p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> ➤ Active: 9 (6 with impact > 5) ➤ 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> 																																																						
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ACTIVITIES PERFORMED AND PLANNED

Performed:

- Presentation on the initial results of the AI proof-of-concept.
- Initial data protection assessment for data protection by design and by default.
- Signed the development contract.
- December Project Steering Committee meeting.
- December Compass Corporate Steering Board meeting (onboarding confirmed).

Ongoing:

- Business analysis for the confirmatory application.
- Elaboration of the technical architecture documentation.
- Validation of the business analysis and elaboration of the technical analysis.
- Technical annex for the analysis of the public portal.
- Development of the AI proof-of-concept.

Planned:

- January Project Steering Committee meeting.
- Request and signature of the public portal contract.
- Kick-off of the development contract with European Dynamics.
- Finalisation of the business analysis contract for the management system.