



# Project Status Report

## EASE

PM<sup>2</sup> Template v2.5.1



Reporting period: 01/01/2020 to 31/01/2020

| <p><b>PHASE:</b> Executing</p>   | <p><b>OVERALL STATUS:</b> Green/Amber/Red</p>  |                  |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
|--|--|------------------|----------------------------|-------------|-------------------|-----|--------------------------|-------|--------------|--|--|--|--|----------|--|--|-------------|--|----------|-----------|------------------|--|--|--|----------|------------------------------|--|--|--|-------------------|--|----------|--|--|--|--|------------|----------------------------|--|----------------------------|--|--|--|--------------|--|--|--|--|--|---------------------|--|--|--|--|---|
| <p><b>Project Owner (PO):</b> ██████████<br/> <b>Business Manager (BM):</b> ██████████<br/> <b>Solution Provider (SP):</b> ██████████<br/> <b>Project Manager (PM):</b> ██████████</p>   | <p><b>MILESTONES</b></p> <p>22/01/2020: kick-off of the development contract<br/> 16/01/2020: signature of the project management QTM for the development contract</p>   |                  |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
| <p><b>PROJECT STATUS SUMMARY</b></p> <p>Deloitte, C.1 &amp; C.5 continued working on the business analysis of the confirmatory application process.</p> <p>The team matured the change management process as to consistently track, review and estimate all incoming change requests after the thorough review of the initial application analysis. This led to a surge of requests that will be dealt-with end of February and within the next contract.</p> <p>The kick-off meeting with the development contract (European Dynamics) was held on 22/1. The first quoted time and means work package for project management activities was drafted and signed to formalise European Dynamics involvement.</p> <p>DIGIT.D.1 presented and made the first versions of the proofs-of-concept available for the AI algorithms related to the identification of similar requests. Three different solutions to the same problem were made available:</p> <ul style="list-style-type: none"> <li>• Natural language processing</li> <li>• Deep learning</li> <li>• Word-mover algorithm</li> </ul>   | <p><b>PROJECT CHANGES (INPUT FROM CHANGE LOG)</b></p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> <li>➤ Open: 20</li> <li>➤ Closed: 10</li> </ul> <p><b>RISKS (INPUT FROM RISK LOG)</b></p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> <li>➤ Active: 9 (6 with impact &gt; 5)</li> <li>➤ Procurement and supplier management &lt;9&gt;</li> <li>➤ Complexity of data migration &lt;9&gt;</li> <li>➤ Lack of user acceptance &lt;8&gt;</li> <li>➤ Integration with other systems &lt;8&gt;</li> <li>➤ Insufficient time &lt;6&gt;</li> <li>➤ Compass Corporate endorsement and complexity &lt;6&gt;</li> </ul> |                  |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
| <p><b>PROJECT INDICATORS</b></p> <p>Schedule: Green/Amber/Red</p> <table border="1"> <thead> <tr> <th>Track</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> </tr> </thead> <tbody> <tr> <td>Assessment &amp; development</td> <td>Pilot</td> <td>Architecture</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="3">Contract</td> <td>Development</td> <td></td> </tr> <tr> <td>AI study</td> <td>Use cases</td> <td colspan="4">Proof-of-concept</td> </tr> <tr> <td>Analysis</td> <td colspan="4">Analysis - management system</td> <td>Analysis - portal</td> </tr> <tr> <td></td> <td colspan="3">Contract</td> <td></td> <td></td> </tr> <tr> <td>Milestones</td> <td>Init. application analysis</td> <td></td> <td>Conf. application analysis</td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2">Architecture</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2">CC-B-Implementation</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Cost: Green/Amber/Red</p> <ul style="list-style-type: none"> <li>➤ Current Year:</li> <li>➤ Received: 840 K€</li> <li>➤ Consumed: 27 K€</li> <li>➤ Remaining: 813 K€</li> </ul> | Track  | Oct              | Nov                        | Dec         | Jan               | Feb | Assessment & development | Pilot | Architecture |  |  |  |  | Contract |  |  | Development |  | AI study | Use cases | Proof-of-concept |  |  |  | Analysis | Analysis - management system |  |  |  | Analysis - portal |  | Contract |  |  |  |  | Milestones | Init. application analysis |  | Conf. application analysis |  |  |  | Architecture |  |  |  |  |  | CC-B-Implementation |  |  |  |  | <p><b>ISSUES (INPUT FROM ISSUE LOG)</b></p> <p>Status: Green/Amber/Red</p> <ul style="list-style-type: none"> <li>➤ Urgent: 0</li> </ul> <p><b>DECISIONS (INPUT FROM DECISION LOG)</b></p> <ul style="list-style-type: none"> <li>➤ Focus the Compass Corporate integration effort on the workflow aspects and wait on the My Workplace integration until the request management system is developed</li> </ul> |
| Track  | Oct  | Nov              | Dec                        | Jan         | Feb               |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
| Assessment & development   | Pilot  | Architecture     |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
|  | Contract   |                  |                            | Development |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
| AI study   | Use cases  | Proof-of-concept |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
| Analysis   | Analysis - management system   |                  |                            |             | Analysis - portal |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
|  | Contract   |                  |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
| Milestones   | Init. application analysis   |                  | Conf. application analysis |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
|  | Architecture   |                  |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |
|  | CC-B-Implementation  |                  |                            |             |                   |     |                          |       |              |  |  |  |  |          |  |  |             |  |          |           |                  |  |  |  |          |                              |  |  |  |                   |  |          |  |  |  |  |            |                            |  |                            |  |  |  |              |  |  |  |  |  |                     |  |  |  |  |   |



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Reporting period: 01/01/2020 to 31/01/2020

### ACTIVITIES PERFORMED AND PLANNED

#### Performed:

- Kick-off of the development contract with European Dynamics.
- Signature of the project management QTM for the development contract.

#### 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:

- Request and signature of the public portal contract.
- Finalisation of the business analysis contract for the management system.