



30 DAY PROJECT UPDATE REPORT

Project Name	College & University Duplicate Resolution				Report Date	01/31/07	
Description	This project will execute steps to create a more comprehensive report for identifying duplicates and work with campuses to eliminate the duplicate records.				Project Phase	Planning	
Exec. Sponsor	Ken Niemi	Proj. Owner	Joanne Chabot	Proj. Mgr.	TBD	Proj. End Date	12-31-07

	Status	Explanation		Status	Explanation
Overall	G	Just starting planning on tracking how we can track progress by the colleges.	Scope	G	Scope has been approved
Schedule	G	On track.	Cost/Resources	Y	Additional resources have been identified and need to be secured.

Deliverable Review

Planned to Complete (Past Period)	Completed	Not Completed	Plan to Complete (Next Period)
1. Help Desk – In 2006 44 incidents related to Duplicate Resolution were reported and answered.	X		1. Secure a Project Manager. 2. Secure a resource to communicate and work with campuses. 3. Plan for future Duplicate Resolution on-line training.
2. Individual Sessions in 2006 included: April 10 – MSU, Mankato, April 20 – Rainy River, May 26 – Normandale, June 5 – Northwest Tech, July 21 – Winona State August 10 – MSC – Southeast	X		
3. Large Group 2006 Sessions November 15 – Duplicate Resolution for Student Users – 28 attendees; November 21 – Duplicate Resolution for Human Resources Users – 7 attendees	X		
4. We placed one of the recorded Web Ex presentations on our website at this link: http://www.its.mnscu.edu/isrs/indepstudy/	X		
Total Planned To Complete: <3>	Total Completed: <4>		

Project Financial Summary

Approved Budget	<\$\$\$>	Spent this Period	<\$\$\$>	Budget Balance	<\$\$\$>	Incr. Budget Req.	<\$\$\$>
------------------------	----------	--------------------------	----------	-----------------------	----------	--------------------------	----------

Request for Help to Solve the Key Project Risks