Schedule GG

Form of Project Control Workbook

(See Attached)

STSP - Project External Controls
for the Government of BC and the BPS Entities

Baseline Log
Scope Log
Change Log
GPS Dependencies Log
Assumption - Constraint Log
Acceptance Criteria Log
Deliverable Log
Milestone Log
Risk Log
Action /Decision/Issue Log
Contact Log
Status Report

Purpose of this Document

The purpose of this document is to detail the ongoing project progress with different project control logs that are updated on a regular basis.
This document is part of the Detailed Master Transition Plan.
The purpose of this document is to communicate update on the following topics:

- Baseline Log   to identify and validate services part of the transition project
- Scope Log   to identify and validate elements in and out of scope
- Change Log   to capture the change requests affecting project scope, time, cost
- GPS Dependencies   to identify and validate GPS Dependencies
- Assumption - Constraint Log   to identify and validate assumptions and constraints
- Acceptance Criteria Log   to describe what are the acceptance criteria of the different project deliverables
- Deliverable Log   to check progress on completion of the project deliverables
- Milestone Log   to check progress on completion of the project milestones
- Risk Log   to capture the risks that may affect in the future the project scope, timelines, budget
- Action/Decision/Issue Log   to capture the action/decision/issue Items affecting project scope, time, cost
- Contact Log   to capture project stakeholders' contact information
- Status Report   to report the ongoing status of the project for a defined period of time

Instructions

You will find for each cell in the table heading a comment inserted to inform you on how to fill the information into the cells under this column

Templates

All Templates for Change Request, Action Item Request, Decision Request, Issue Resoulution Request, are stored on SharePoint

Intended Audience

The primary audience is the project stakeholders who will be involved with this transition project activity.
In particular this includes the Project Managers from the Customer, and TELUS, as well as staff participating in the activity.
The document may also be shared with Customer or TELUS Implementation project team members who need to review or approve this activity.

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PMO Document Version

Telecommunications Services Master Agreement

Version	Date	Document Name	Author
1.0	05/10/2010	D0-006 Generic Proj Ext Ctrl Template	Emmanuel Mahieu
2.0	02/08/2011	D0-006 Generic Proj Ext Ctrl Template	Emmanuel Mahieu

Telecommunications Services Master Agreement

Stream	#	GPS Entity	Type of Services	Unit Count	Date Reported (yyyy-mm-dd)	Change	Actual					

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Stream	#	GPS Entity	Type of Services	Unit Count	Date Reported (yyyy-mm-dd)	Change	Actual					

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Stream	#	GPS Entity	Description (Specify rationale for exclusion for Out of Scope Items)	In Scope or Out of Scope	Date Reported (yyyy-mm-dd)	Associated Change Request Ref# (if applicable)	Associated Deliverable / Ref# (if applicable)

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Stream	#	GPS Entity	Description (Specify rationale for exclusion for Out of Scope Items)	In Scope or Out of Scope	Date Reported (yyyy-mm-dd)	Associated Change Request Ref# (if applicable)	Associated Deliverable / Ref# (if applicable)

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Stream	#	GPS Entity	Description (Specify rationale for exclusion for Out of Scope Items)	In Scope or Out of Scope	Date Reported (yyyy-mm-dd)	Associated Change Request Ref# (if applicable)	Associated Deliverable / Ref# (if applicable)

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#	GPS Entity	Change Request Title	Description of Change	Main Impact	History	Date Reported (yyyy-mm-dd)	Date Finalized (yyyy-mm-dd)	Assigned To	Requested By	Priority	Status	Quote Value	Scheduled Implementation Date (yyyy-mm-dd)	Actual Implementation Date (yyyy-mm-dd)

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Stream	#	GPS Entity	GPS Dependency Title	Description	Associated Key Milestones and Deliverables	Impact if not met	Date Reported (yyyy-mm-dd)	GPS Dependency Target Date (yyyy-mm-dd)	GPS Dependency Revised Date (yyyy-mm-dd)	GPS Dependency Completion Date (yyyy-mm-dd)

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Stream	#	GPS Entity	GPS Dependency Title	Description	Associated Key Milestones and Deliverables	Impact if not met	Date Reported (yyyy-mm-dd)	GPS Dependency Target Date (yyyy-mm-dd)	GPS Dependency Revised Date (yyyy-mm-dd)	GPS Dependency Completion Date (yyyy-mm-dd)

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Stream	#	GPS Entity	Date Reported (yyyy-mm-dd)	Assumption or Constraint	Category	Description	Responsibility	Status

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Stream	#	GPS Entity	Date Reported (yyyy-mm-dd)	Assumption or Constraint	Category	Description	Responsibility	Status

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S t r e a m	#	GPS Entity	Date Reported (yyyy-mm-dd)	Assumption or Constraint	Category	Description	Responsibility	Status

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Stream	#	GPS Entity	Deliverable Title	Deliverable Description	Acceptance Criteria

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Stream	#	GPS Entity	Deliverable Title	Deliverable Description	Acceptance Criteria

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Stream	#	GPS Entity	Deliverable Title	Deliverable Description	Acceptance Criteria

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Stream	#	GPS Entity	Deliverable Title	Frequency	Status	Contract Schedule	Contract Section	Category	Completion Assigned To	Scheduled Completion Date (yyyy-mm-dd)	Revised Completion Date (yyyy-mm-dd)

S t r e a m	#	GPS Entity	Deliverable Title	Frequency	Status	Contract Schedule	Contract Section	Category	Completion Assigned To	Scheduled Completion Date (yyyy-mm-dd)	Revised Completion Date (yyyy-mm-dd)

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Stream	#	GPS Entity	Deliverable Title	Frequency	Status	Contract Schedule	Contract Section	Category	Completion Assigned To	Scheduled Completion Date (yyyy-mm-dd)	Revised Completion Date (yyyy-mm-dd)

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S t r e a m	#	GPS Entity	Project Phase	Milestone	Associated Deliverables/ GPS Dependencies	Scheduled Completion Date (yyyy-mm-dd)	Revised Completion Date (yyyy-mm-dd)	Actual Completion Date (yyyy-mm-dd)	Missed Milestone Reason Code

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S t r e a m	#	GPS Entity	Project Phase	Milestone	Associated Deliverables/ GPS Dependencies	Scheduled Completion Date (yyyy-mm-dd)	Revised Completion Date (yyyy-mm-dd)	Actual Completion Date (yyyy-mm-dd)	Missed Milestone Reason Code

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Stream	#	GPS Entity	Action/ Decision / Issue	Action/ Decision / Issue Title	Description	Progress / Results	Date Reported (yyyy mm dd)	Assigned To	Priority	Category	Scheduled Due Date (yyyy-mm-dd)	Revised Due Date (yyyy-mm-dd)	Actual Date (yyyy-mm-dd)	Status

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Stream	Company	Last Name	First Name	Escalation Level	Title / Role	Report to	Phone	Cell	Email	Address	Known Time off / Coverage

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Project Title:		Project Status	GREEN	Project Trend	EQUAL	For Period Starting:		For Period Ending:	
Project Manager:		Project Start Date:		Scheduled Project End:		Revised Project End:		Days until Project End:	

Project Health Indicators

Stream #	GPS Entity	Colour	Trend	Cust. Exper.	Schedule	Scope	Budget	Quality	HR	Solution	Tech.	Issue	Risk	Esc	Req	Planned this period	Transition this period	% Complete Total	Planned Total	Transition Total	% Complete Total
9	OVERALL	GREEN	EQUAL	GREEN	GREEN	GREEN	GREEN	GREEN	GREEN	GREEN	GREEN	GREEN	GREEN	GREEN	0	0	0%	0	0	0%
9	BCH	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	BCLC	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	FHA	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	GBC	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	ICBC	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	IHA	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	NHA	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	PHSA	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	VCHA	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	VIHA	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%
9	WCB	G	EQUAL	G	G	G	G	G	G	G	G	G	G	G			0%			0%

Stream	GPS Entity	Colour	Proj. Health Ind.	Status Update
9	ALL		Overall	Mmm dd: On this first line only type a HL summary for the Status Update. This will be used for Program Level reporting
9				Mmm dd:
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Stream	GPS Entity	Decision Made / Accomplishments/ Deliverables completed during the reporting period

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9	ALL	Mmm dd: On this first line only type a HL summary of the accomplishments / decisions made during the last period at the Stream level. This will be used for Program Level reporting
9		Mmm dd:
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Stream	GPS Entity	Main Activities /Deliverables scheduled for completion during upcoming reporting period
9		Mmm dd:
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9		Mmm dd:
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M #	GPS Entity	Phase	Milestones	Milestone Status	Associated Deliverables	Scheduled Completion Date	Revised Completion Date	Actual Completion Date	Milestones Missed Reason Code

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