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| Project Closeout Report | Primavera Portfolio Management |
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| GENERAL INFORMATION |

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| Title: |  |

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| Working Title: |  |

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| Proponent Secretary: |  |

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| Proponent Agency: |  |

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| Prepared By: |  |

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| Date Finalized: |  |

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| Control Number: |  |

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| Item Type: |  |

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| Project - Approval Date - CIO: |  |

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| RISK & COMPLEXITY SUMMARY |

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| This tab shows the approved CPGA Assessment history. |

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| Pre-Select R/CA |

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| Total Approved Risk Score: |  |

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| Approved High Risk Flag: | - |

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| Total Approved Complexity Score: |  |

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| Commonwealth Project Governance and Oversight Assessment: |  |

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| Initiation Approval R/CA |

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| Total Approved Risk Score: |  |

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| Approved High Risk Flag: | - |

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| Total Approved Complexity Score: |  |

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| Commonwealth Project Governance and Oversight Assessment: |  |

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| Planning R/CA |

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| Total Approved Risk Score: |  |

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| Approved High Risk Flag: | - |

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| Total Approved Complexity Score: |  |

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| Commonwealth Project Governance and Oversight Assessment: |  |

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| Event-Driven R/CA |

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| Total Approved Risk Score: |  |

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| Approved High Risk Flag: | - |

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| Total Approved Complexity Score: |  |

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| Commonwealth Project Governance and Oversight Assessment: |  |

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| Assessment Definitions |

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| Category One Projects are High Risk/High Complexity projects. |

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| Category Two Projects are High Risk/Medium Complexity, High Risk/Low Complexity or Medium Risk/High Complexity. |

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| Category Three Projects are Medium Risk/Medium Complexity, Medium Risk/Low Complexity or Low Risk/High Complexity. |

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| Category Four Projects are Low Risk/Medium Complexity; Low Risk/Low Complexity. |

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| PERFORMANCE |

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| Project Deliverables |

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| List all Project Deliverables and the date each was accepted by the user. Identify any contingencies or conditions related to the acceptance: |

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|  | Deliverable Name | Date Accepted | Contingencies or Conditions |  |
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| Performance Baseline |

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| Document how the project performed against each Performance Goal established in the Project Performance Plan. |

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|  | Commonwealth Critical Issues | Project Business Objectives | Performance Goal | Results |  |
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| SCOPE |

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| 1 | Original Approved Charter Scope Statement |

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|  | The Original Approved Project Scope statement displays below. (non-editable). If the project charter was not originally completed in CTP, administrator assistance is required to enter the charter scope statement. For projects that were originally entered in CTP and approved, the administrative add box will display the latest approved Project Scope (non-editable) Project Scope defines all of the products and services provided by a project, and identifies the limits of the project. The Project Scope establishes the boundaries of a project and addresses the who, what, where, when, and why of a project. |

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| Administrative add of Scope Statement: |  |

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| 2 | Scope |

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| Document any changes to the Project Scope and their impact on Performance, Cost, or Schedule Baselines. |

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| 3 | Scope Change 1 |

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| 4 | Scope Change Impact 1 |

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| 5 | Scope Change 2 |

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| 6 | Scope Change Impact 2 |

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| 7 | Scope Change 3 |

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| 8 | Scope Change Impact 3 |

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| 9 | Scope Change 4 |

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| 10 | Scope Change Impact 4 |

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| 11 | Scope Change 5 |

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| 12 | Scope Change Impact 5 |

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| EXPENDITURES AND FUNDING |

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| Expenditures |

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| Approved Original Baseline Budget |

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|  | Enter the original approved project budget data or copy from the Project Proposal (pre-CPGA projects) or from the CPGA Project Charter (CPGA-initiated projects). Totals will calculate after “Submit” is clicked. |

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|  |  | FY 2011 | FY 2012 | FY 2013 | FY 2014 |  |
|  | Internal Staff Labor |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |
|  | Training |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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|  |  | FY 2015 | FY 2016 | FY 2017 | FY 2018 |  |
|  | Internal Staff Labor |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |
|  | Training |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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|  |  | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |  |
|  | Internal Staff Labor |  |  |  |  |  |  |  |
|  | Services |  |  |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |  |  |
|  | Training |  |  |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |
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|  |  | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 |  |
|  | Internal Staff Labor |  |  |  |  |  |  |  |
|  | Services |  |  |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |  |  |
|  | Training |  |  |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |
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|  |  | FY 2031 | FY 2032 | Total |  |
|  | Internal Staff Labor |  |  | 1,000.00 |  |
|  | Services |  |  | 263,500.00 |  |
|  | Software Tools |  |  |  |  |
|  | Hardware |  |  |  |  |
|  | Maintenance |  |  |  |  |
|  | Facilities |  |  |  |  |
|  | Telecommunications |  |  |  |  |
|  | Training |  |  |  |  |
|  | IV&V |  |  |  |  |
|  | Contingency (Risk) |  |  | 250.00 |  |
|  | Pre-Project Initiation Costs |  |  | 50.00 |  |
|  | Other |  |  |  |  |
|  | Total |  |  | 264,800.00 |  |
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| Definition of "Pre-Project Initiation Costs": |  |

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| Definition of "Other": |  |

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| Final Baseline Budget |

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|  |  | FY 2011 | FY 2012 | FY 2013 | FY 2014 |  |
|  | Internal Staff Labor |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |
|  | Training |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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|  |  | FY 2015 | FY 2016 | FY 2017 | FY 2018 |  |
|  | Internal Staff Labor |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |
|  | Training |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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|  |  | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY2025 |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Internal Staff Labor |  |  |  |  |  |  |  |  |
|  | Services |  |  |  |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |  |  |  |
|  | Training |  |  |  |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |
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|  |  | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 | Total |  |
|  | Internal Staff Labor |  |  |  |  |  |  |  |  |  |
|  | Services |  |  |  |  |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |  |  |  |  |
|  | Training |  |  |  |  |  |  |  |  |  |
|  | IV&V |  |  |  |  |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |
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| Definition of "Pre-Project Initiation Costs": |  |

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| Definition of "Other": |  |

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| Planned v. Actual Costs |

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|  | State the Planned Cost for the Project. Copy the Total column from the “Approved Charter Baseline Budget” (second table) above or type in the values. State the Actual Cost at project completion. Copy the Total column from the “Final Baseline Budget” (second table) above or type in the values. Click “Submit” and the Variance column will auto-calculate. Document and explain all cost variances in the Explanation column, including approved changes to the cost baseline. |

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|  |  | Planned | Actual | Variance\* | Explanation |  |
|  | Internal Staff Labor |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |
|  | Training |  |  |  |  |  |
|  | IV & V |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |
|  | Pre-Project Initiation Costs |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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| Description - Pre-Project Initiation Costs: |  |

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| Description - Other: |  |

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| Baseline Funding Source |

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| Enter the original approved project funding source data. These tables are bidirectional with the CPGA Project Plan/Budget Plan funding estimate table and are editable. |

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|  |  | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |  |
|  | General Fund |  |  |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |
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|  |  | FY 2020 | FY 2021 | FY 2022 | FY 2023 | 2024 |  |
|  | General Fund |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |
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|  |  | FY 2025 | FY 2026 | FY 2027 | FY 2028 | 2029 |  |
|  | General Fund |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |
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|  |  | FY 2030 | FY 2031 | FY 2032 | Total |  |
|  | General Fund |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |
|  | Federal |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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| Final Baseline Funding Source |

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| Enter the final project funding source data at closeout. |

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|  |  | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |  |
|  | General Fund |  |  |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |
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|  |  | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |  |
|  | General Fund |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |
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|  |  | FY 2026 | FY 2027 | FY 2028 | FY 2029 |  |
|  | General Fund |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |
|  | Federal |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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|  |  | FY 2030 | FY 2031 | FY 2032 | Totals |  |
|  | General Fund |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |
|  | Federal |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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| Planned v. Actual Funding |

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| State the Planned Funding Source for the Project. Copy the Total column from the “Baseline Funding Source” above or type in the values. State the Actual Funding Source at project completion. Copy the Total column from the “Final Baseline Funding Source” above or type in the values. Click “Submit” and the Variance column will auto-calculate. Document and explain all Funding Source variances in the Explanation column, including approved changes to the Funding Source baseline. |

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|  |  | Planned | Actual | Variance\* | Explanation |  |
|  | General Fund |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |
|  | Federal |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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| CBA Summary |

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| The CBA Chosen Solution table is derived from the CBA Spreadsheet (Excel) tool's chosen solution. Paste cells from the Excel spreadsheet to CTP. No calculations are completed in CTP, all fields are open |

| Name | Value |
| --- | --- |
| Chosen Solution Name | Solution 2 |
| Period of Analysis (years) |  |
| Project Cost |  |
| Total O&M Cost |  |
| TCO: Project + O&M |  |
| Total Benefits v. "Do Nothing" |  |
| ROI: (Benefits-Cost)/Cost |  |

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| SCHEDULE |

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| Charter Major Tasks and Milestones |

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| Charter Planned Tasks or Milestones - Original Approval (non editable) |

| Task or Milestone | Planned Start Date | Planned Completion Date |
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| Schedule |

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| Compare the initial approved schedule baseline against the actual completion dates. Enter the planned start and finish dates from the initial schedule baseline. Document all actual start, finish dates, and explain any schedule variances, including approved changes to the schedule baseline. Decompose to level 4 at deepest. |

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|  | WBS Element Name | Planned Start Date | Actual Start Date | Planned Finish Date | Actual Finish Date | Variance\* (days) | Explanation of Variance |  |
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| Schedule |

| WBS Element Name | Planned Start Date | Actual Start Date | Planned Finish Date | Actual Finish Date | Variance\* (days) | Explanation of Variance |
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| Schedule |

| WBS Element Name | Planned Start Date | Actual Start Date | Planned Finish Date | Actual Finish Date | Variance\* (days) | Explanation of Variance |
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| Schedule |

| WBS Element Name | Planned Start Date | Actual Start Date | Planned Finish Date | Actual Finish Date | Variance\* (days) | Explanation of Variance |
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| O&M |

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| Operations & Maintenance Plan |

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| Describe the plan for operation and maintenance of the product, good, or service delivered by the project. State the projected annual cost to operate and maintain the product, good, or service. Identify where and why this projection of cost differs (if it differs) from the Project Charter. If the operation and maintenance plan is not in place, what is the target date for the plan and what is the impact of not having operations and maintenance for the product, good, or services in place. |

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| Approved Charter Baseline Planned O&M Costs |

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| The O&M Resources table is derived from the CBA Spreadsheet (Excel) tool's chosen solution, pasted cells from the Excel spreadsheet to the Project Charter No calculations are completed in CTP, all fields are read only in the Closeout Report, open in the Project Charter. (as of 16.1.2) For data derived from the old CBA form, contact the CTP administrator. |

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|  | CBA Chosen Solution O&M1 |  |

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|  |  | CBA Chosen Solution O&M | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 | FY2025 | TOTAL |  |
|  |  | Pre-Project Init. Costs |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Other |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Project Cost |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Proj. Cost: Cumulative |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Implementation Year | Today's O&M | Today's O&M | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |
|  |  | FTE IT staff # |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | FTE IT staff |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | FTE operations staff # |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | FTE operations staff |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Ops Contractors # |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Ops Contractors |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total Staff # |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | SubTotal: Staff Costs |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | IT Vendor Svcs. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Software & Licenses |  |  |  |  |  |  |  |  |  |  |  |  |
|  | O&M Costs | Hardware |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Facilities |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Telecomm |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Training |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Op Contingency |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Misc Ops |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Ops & Maint Cost |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | O&M Costs: Cumulative |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total Cost of | TCO: Proj. + O&M Costs: Cumulative |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ownership (TCO) |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Closeout Planned O&M Costs |

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| Provide the planned O&M costs estimated at Closeout |

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|  |  | 2016 O&M Costs | 2017 O&M Costs | 2018 O&M Costs | 2019 O & M Costs | 2020 O & M Costs | 2021 O & M Costs | 2022 O & M Costs | 2023 O & M Costs | 2024 O & M Costs | 2025 O & M Costs | O & M Totals |  |
|  | Staffing Costs |  |  |  |  |  |  |  |  |  |  |  |  |
|  | FTE IT Staff |  |  |  |  |  |  |  |  |  |  |  |  |
|  | FTE Operations Staff |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ops Contract Staff |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Other Operational Costs |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Services |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Training |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Contingency |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Misc. Operational Costs |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total Operational Costs |  |  |  |  |  |  |  |  |  |  |  |  |
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| Initial v. Closeout Planned O&M |

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| State the Planned O&M Costs. Copy the Total column from the “Approved Charter Baseline Planned O&M Costs” above or type in the values. State the Actual Planned O&M Costs at Closeout. Copy the Total column from the “Closeout Planned O&M Costs” above or type in the values. Click “Submit” and the Variance column will auto-calculate. Document and explain all O&M Cost variances in the Explanation column, including approved changes to the planned O&M Costs baseline. |

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|  | Planned v. Actual O&M Costs |  |

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|  |  | Planned | Actual | Variance\* | Explanation |  |
|  | Internal Staff Labor |  |  |  |  |  |
|  | Services |  |  |  |  |  |
|  | Software Tools |  |  |  |  |  |
|  | Hardware |  |  |  |  |  |
|  | Maintenance |  |  |  |  |  |
|  | Facilities |  |  |  |  |  |
|  | Telecommunications |  |  |  |  |  |
|  | Training |  |  |  |  |  |
|  | Contingency (Risk) |  |  |  |  |  |
|  | Misc Operational Costs |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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| Approved Charter Baseline Planned O&M Funding Source |

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| Tables derived from the Project Charter |

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|  | O&M - Charter |  |

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|  |  | | | | | | |  |
|  |  | FY 2011 O & M Funding | FY 2012 O & M Funding | FY 2013 O & M Funding | FY 2014 O & M Funding | FY 2015 O & M Funding | FY 2016 O & M Funding |  |
|  | General Fund |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |
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|  | O&M - Charter |  |

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|  |  | FY 2017 O & M Funding | FY 2018 O & M Funding | FY 2019 O & M Funding | FY 2020 O & M Funding | FY 2021 O & M Funding | FY 2022 O & M Funding | FY 2023 O & M Funding | FY 2024 O & M Funding | FY 2025 O & M Funding |  |
|  | General Fund |  |  |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |  |
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|  | O&M - Charter |  |

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|  |  | | | | | | | | |  |
|  |  | FY 2026 O & M Funding | FY 2027 O & M Funding | FY 2028 O & M Funding | FY 2029 O & M Funding | FY 2030 O & M Funding | FY 2031 O & M Funding | FY 2032 O & M Funding | Totals |  |
|  | General Fund |  |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |
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| Closeout Planned O&M Funding Source |

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| Provide the planned O&M Funding Source estimated at Closeout |

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| These tables are data bi-directional (info is filled out automatically) with the Budget Plan form - O&M Funding Source tab and the O&M Costs Estimate form -O&M Costs tab. |

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|  |  | | | | | | | | |  |
|  |  | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 |  |
|  | General Fund |  |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |
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|  |  | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 |  |
|  | General Fund |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |
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|  |  | | | | | | | | |  |
|  |  | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 | Totals |  |
|  | General Fund |  |  |  |  |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |  |  |  |  |
|  | Federal |  |  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |  |
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| Initial v. Closeout Planned O&M Funding |

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| State the Planned Funding Source for O&M. Copy the Total column from the “Approved Charter Baseline Planned O&M Funding Source” above or type in the values. State the Actual Planned Funding Source at Closeout. Copy the Total column from the “Closeout Planned O&M Funding Source” above or type in the values. Click “Submit” and the Variance column will auto-calculate. Document and explain all Funding Source variances in the Explanation column, including approved changes to the planned O&M Funding Source baseline. |

|  |  |  |  |  |  |  |
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|  |  | | | | |  |
|  |  | Planned | Actual | Variance\* | Explanation |  |
|  | General Fund |  |  |  |  |  |
|  | Non-General Fund |  |  |  |  |  |
|  | Federal |  |  |  |  |  |
|  | Other |  |  |  |  |  |
|  | Total |  |  |  |  |  |
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| DOCUMENTATION |

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| Project Documentation |

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| --- |
| Identifies all project documentation materials stored in the project repository. Ensure all the project documentation listed in the Communications Plan has been stored. |

| Name | Link | Size | Owner | Uploaded |
| --- | --- | --- | --- | --- |
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| Lessons Learned & Best Practices |

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| Identify Lessons Learned for feedback to the Commonwealth Project Management process. Lessons Learned should be stated in terms of Problems (or issues) and Corrective Actions taken. Provide a brief discussion of the problem that identifies its nature, source, and impact. Site any references that provide additional detail. References may include project reports, plans, issue logs, change management documents, and general literature or guidance used that comes from another source. Open a new window and paste in the url below to go to the Lessons Learned web site (nonsecure): |

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| http://vita2.virginia.gov/itTrain/pmDev/bpll/bpll.cfm |

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| Dates for Post Implementation Review and Report |

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| Identify the date for completing the post implementation report and the person responsible for this action. |

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|  | Action | Date | Responsible Person |  |
|  | Post - Implementation Review |  |  |  |
|  | Post - Implementation Report |  |  |  |
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| APPROVAL |

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| The IAOC Review indicator automatically turns "green" when Business Owner and Project Sponsor name and date are filled out and the submit button is clicked. |

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| Commonwealth Project Governance and Oversight Assessment: |  |

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| Project Manager (Mandatory) |

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| IAOC Review |

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| Internal Agency Oversight Committee: | - |

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| Business Owner (Mandatory) |

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| Project Sponsor (Mandatory) |

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| Program/Agency Management |

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| Project Management Division (PMD) |

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| Chief Information Officer (CIO): |

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|  | Name | Date |  |
|  | Nelson Moe |  |  |
|  | | | |