

PROJECT UPDATE REPORT

Project Name: <i>Physical Infrastructure</i>	Author/Date: <i>David Rubin / 9-10-21</i>
1. Project Update	
Reporting Period (From Date/To Date): 8/1 – 8/31/21	
Work Completed This Period:	
<ul style="list-style-type: none"> • <i>Two formal TAT meetings were held in August; an email update went out in lieu of the 8/24 meeting.</i> • <i>Honing priorities for master planning continued to be the general focus.</i> • <i>We received new drafts of both Master Plan documents from SAS reflecting all conversations to date.</i> • <i>We engaged in a process to prioritize the feedback generated by sub-groups and group discussion.</i> • <i>A meeting with SAS was held on 8/18, during which Pat and Lit communicated final feedback and priorities.</i> • <i>Resolved with SAS to include a master planning priority matrix in the final product.</i> 	
Work to Be Completed in Next Period (Date): (September 2021)	
<ul style="list-style-type: none"> • <i>Review final plans and wrap up work with SAS.</i> • <i>Align TAT work with NECHE planning.</i> • <i>Set the stage for MP implementation.</i> • <i>Shift focus to remaining Charter work (sale/repurposing of properties; MP implementation).</i> 	
What's Going Well:	
<ul style="list-style-type: none"> • <i>Strong participation; thoughtful candid feedback; good division of labor.</i> • <i>Continued progress to report with SAS – project on time.</i> • <i>Maintained weekly schedule; Tuesdays will continue to work as the fall semester begins; will shift to bi-weekly meetings as the MP work wraps up.</i> 	
What's Not Going Well:	
<ul style="list-style-type: none"> • <i>Slightly behind the original timeline for MP completion; SAS generously agreed to extended timeline.</i> 	
KPIs (key performance indicators):	
<ul style="list-style-type: none"> • <i>No changes, but removed promulgation of Work from Home policies from Charter scope, as agreed.</i> 	
Resources Needed (data, funding, other):	
<ul style="list-style-type: none"> • <i>We will expand the stakeholder group, as needed, as we dig into specific issues.</i> 	
Suggestions:	

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Project Changes: *An updated Charter (9/14/21) has been posted on Teams.*

Other Information:

- *Sale of property in Norwich remains pending.*
- *Sale of VTEC remains pending.*
- *Exploration of additional properties for potential sale under way.*
- *Focus shifting to balance of Charter work (post-Master Planning).*
- *Mtg schedule changed to bi-weekly.*

2. Project Schedule

Insert or attach a current Tracking Gantt *All Phase 1 and Phase 2 items in the Charter timeline are complete or in process.*