**PMO Email:** [PMO@uconn.onmicrosoft.com](mailto:PMO@uconn.onmicrosoft.com) **Website:** <https://pmo.its.uconn.edu/>

# Critical Success Factors for [Project Name]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | | Status | Status Trend |
| **Last Updated:** Month. Day, Year | | | **Overall Status:** | GREEN |  |
| 1. Success Factor 1 | | | | YELLOW |  |
| 1. Success Factor 2 | | | | GREEN |  |
| 1. Success Factor 3 | | | | RED |  |

**Color key:**

|  |  |
| --- | --- |
| GREEN | = No risks. |
| YELLOW | = Risks exist but can be mitigated. |
| RED | = Risks cannot currently be mitigated. |

See page 2 for examples.

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# Sample Critical Success Factors

# University Safety & Timekeeping

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | | Status | Status Trend |
| **Last Updated:** 03.30.2023 | | | **Overall Status:** | GREEN |  |
| 1. Implement VCS Time Keeping as primary time & labor tracking platform for University Safety, replacing legacy PSP application. | | | | GREEN |  |
| 1. Review and improve University Safety business processes to align with industry best practices, where practical. | | | | GREEN |  |
| 1. Improve time and labor process oversight and accountability. | | | | GREEN |  |
| 1. Improve data quality and reporting capabilities. | | | | GREEN |  |
| 1. Minimize disruption to University Safety, and overall University operations. | | | | GREEN |  |

# Pinnacle Replacement (Softeligent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | | Status | Status Trend |
| **Last Updated:** 03.30.2023 | | | **Overall Status:** | GREEN |  |
| 1. Complete full inventory of Pinnacle | | | | GREEN |  |
| 1. Successfully transfer over all necessary billing documents/invoices from legacy system | | | | GREEN |  |
| 1. Validate and compare information located in both systems | | | | GREEN |  |
| 1. Integrate UConn custom workflows | | | | GREEN |  |
| 1. Complete training for new users | | | | GREEN |  |
| 1. UAT | | | | GREEN |  |