**PMO Email:** 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 |  |