



memo

To: Natelle Dietrich, PSC; Brenda Wilbers, DNR
From: Tom Franks
Date: September 3, 2010
Copy: Fred Coito & Kristina Kelly, KEMA; Gwen Mizell, GSM Development
Subject: Status Update for July 2010

Invoice Support

The invoice for the period July 2010 (#20101652) represents work undertaken during this reporting period as follows:

- I. Task 001 – Kickoff Meeting
 - A. Determined time and participants for kick-off meeting
 - B. Developed preliminary agenda
 - C. Make travel arrangements
 - D. Coordination with GSM re: attendance at meeting
- II. Task 002 – Work Plan
 - A. Draft preliminary outline for work plan
 - B. Advise KEMA team of issues and expectations to expedite drafting of work plan after the kickoff meeting.
- III. Task 003 – Baseline Data Development – No activity
- IV. Task 004 – Measure Data Development – No activity
- V. Task 005 – Additional Data Development – No activity
- VI. Task 006 – Potential Assessment – No activity
- VII. Task 007 – Final Report – No activity
- VIII. Task 008 – Project Management
 - A. Confirm contract and acquire client contact information from state purchasing
 - B. Initial client contact and communication
 - C. Fulfill initial internal contracting and administrative requirements
 - D. Preliminary assignment of team roles

Work Anticipated During Next Reporting Period

- I. Task 001 – Kickoff Meeting
 - A. Prepare for, attended, and produce record of kickoff meeting
- II. Task 002 – Work Plan
 - A. Draft work plan
 - B. Revise per client direction

- C. Work plan acceptance
- III. Task 003 – Baseline Data Development – None, pending work plan
- IV. Task 004 – Measure Data Development – None, pending work plan
- V. Task 005 – Additional Data Development– None, pending work plan
- VI. Task 006 – Potential Assessment – None, pending work plan
- VII. Task 007 – Final Report – None, pending work plan
- VIII. Task 008 – Project Management
- A. Ongoing communication with client
- B. Reporting and invoicing

Issues

This section primarily lists issues by task that may:

- Require PSC/DNR approval or decision;
- Affect the schedule or budget; and/or,
- Affect the detail or accuracy of the final product

Where such issues exist, this section includes a proposed means of resolution and the responsible parties.

- I. Task 001 – Kickoff Meeting – None
- II. Task 002 – Work Plan – None
- III. Task 003 – Baseline Data Development – None
- IV. Task 004 – Measure Data Development – None
- V. Task 005 – Additional Data Development – None
- VI. Task 006 – Potential Assessment – None
- VII. Task 007 – Final Report – None
- VIII. Task 008 – Project Management - None

Action Item Summaries

Pending From Past Status Updates

Task #	Item/Issue Description	Activity	Responsible Party	Date Required	Date Completed
	NONE				

Developed in this Status Update

Task #	Item/Issue Description	Activity – means of resolution	Responsible Party	Date Required
	NONE			

Summary

As of the end of July the project was on track in terms of budget, schedule and work completion.

Please provide your comments, direction, and/or contact me with questions at your earliest convenience.