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| **Project Name:** | **ECM Conversion v9 to v10** | **PSS #:** | **####** |
| **Project Manager:** | **Heather Tomley** | **Sponsor:** | **Jim Sibenaller** |
| **Project Folder:** |  | **Updated:** | **6/10/13** |
| **#** | **Issue / Risk / Impact** | **Owner** | **Action** | **Health** | **Awareness Date** | **Close Date** |
| *\** | *What is the Issue or Risk? What is the impact to the project? What are the impacted areas?* | *Who monitors this Issue / Risk?* | *What is being done to address the Issue / Risk?* | *Green, Lime, Yellow, Orange, Red* | *When was the Issue / Risk identified?* | *When was the Issue / Risk resolved?* |
| 1 | Not having a New DIR to work by | Heather Tomley | Risk transferred to ECM Tech Team b/c able to update DIR on their own | Yellow | 4/3/2013 | 5/15/13 |
| 2 | Test Multiple Importers pre Go-Live | Heather Tomley | Delayed delivery of documents to v10 db | Lime | 4/17/2013 | 4/195//13 |
| 3 | Yellow Button (remove v9 reference) | Heather Tomley | Roll-back YB v9 tapes. Impact will be many groups use YB's; however, by logging into v9 or v10, they will still be able to access docs, after tape roll-back. | Orange | 4/17/2013 | 5/2/13 |
| 4 | OIT DF Test Migration DB | Heather Tomley | Test Migration DB has already been tried (and was unsuccessful) | Lime | 5/7/2013 | 5/30/13 |
| 5 | Clients updating security lists | Heather Tomley | People can be missed. Add day-of Go Live to ensure all contacts updated. Have people re-applied to v9 security information. | Yellow | 3/20/2013 | 4/15/13 |
| 6 | Annotations manual update post import | Heather Tomley | Annotations needing training / apply imports | Lime | 4/17/2013 | 5/2/13 |
| 7 | Nightly DF Import (v9 and v10) from SLATE  | Client | KK to Determine approach  | Orange | 3/26/2013 | 4/15/13 |
| 8 | New Hire updating configurations | Heather Tomley | ECM team is training Ramon and he has caught on quickly. Take on risk. | Lime | 5/2/2013 | 5/28/13 |
| 9 | DF v9 Read-Only access | Heather Tomley | Take on risk. Work-around for R & R Docs. | Lime | 3/25/2013 | 4/22/13 |
| 10 | Performance testing (Space requirements) | Michelle Dayton | Additional memory touchbase 5/22 with JA (installed by 5/31) | Yellow | 5/17/2013 | 5/21/13 |
| 11 | Kick-out all users (6/14) from v9 | Heather Tomley | Ensure v9 security is ready to be turned off | Yellow | 5/17/2013 | 5/29/13 |
| 12 | Memory leak (slowness) | Heather Tomley | Document in FAQ | Orange | 5/17/2013 | 5/29/13 |
| 13 | Render vs non render delay  | Heather Tomley | Document in FAQ (only if noticeable) | Lime | 5/2/2013 | 5/8/13 |
| 14 | Table Space or DB update needed | Heather Tomley |  | Lime | 5/17/2013 | 5/31/13 |