

Project Status and Condition Change Procedure

Setting the Status and Condition of a project is determined by collaboration of group leadership and staff. This practice should occur at least once a month and in preparation for the GNSO Council monthly meeting where At-Risk or In-Trouble projects are subject to review by GNSO Council leadership and in some instances may be deliberated by the full GNSO Council.

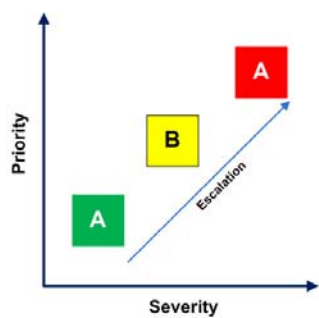
An escalation procedure defines specific conditions that trigger the execution of a repeatable mitigation plan which contains a set of tasks that can return the project to an acceptable state ultimately achieving its planned outcome or is terminated if a positive return can no longer be realized or when it is clear that no consensus can be achieved. Considering the triple constraints of any project (time, scope, cost), often a singular view and status indicators of that view are not adequate enough to effectively manage or mitigate risks before they impact the delivery schedule. GNSO initiated projects will adopt a binary view for reporting managing position of a project:

Status – The Status of the project revolves mostly around the scheduling attributes and resource availability. Maintaining an on-time schedule is one of the most challenging components of project management, especially in the policy development arena. Establishing adequate task duration often offers more flexibility to adjust and make up time, especially when appropriate slack is configured into the schedule. Note, that status can also be influenced by external factors such as competing demands for community resources for other in-flight projects. The GNSO will use the following Status codes:

STATUS: ■ Planned ● On-schedule ● Revised schedule ▲ Behind schedule ◆ Target will be missed ■ On-hold

Condition – The Condition is an overall performance classification of milestone achievement as compared to the original plan. There are other issues separate from schedule or resource constraint that may impact a project and consequently jeopardize the delivery of the full project on-time or on-budget. Thus, the Condition in most cases carries a heavier weighting or greater influence than the Status when changes from Green to Yellow, or Yellow to Red occur. Note though, if the Status of a project remains behind schedule for extended duration or it is identified that the target delivery date will be missed, the Status code change can influence a change on the Condition. Should a project encounter a situation where both the Status and Condition require a change, the Condition must be considered first.

CONDITION: ■ On-Target ■ At-Risk ■ In-Trouble



The next page contains a detailed process flow to navigate Status or Condition paths when project disruptions are encountered and force a Status or Condition indicator change from Green-Yellow-Red. Each path within the escalation procedure prescribes a set of actions⁴ to assist the leadership team(s) in restoring the state of the project as to accomplish its charter. At a minimum, this process flow should occur monthly, but more frequently when curative actions are in deployment by the project team under a Yellow or Red state. In simplified form and without being specific to Status or Condition, the table to the right instructs the leadership team based on G-Y-R⁵.

No specific actions to correct the project. However, the project team should continuously review the Project Plan, Work Plan, Action Items, and risks to ensure the project is being delivered on-time and on-budget.
Should the project team determine a change to a yellow indicator, in general, the GNSO Council leadership should be notified of the potential impact and the notification should include a mitigation strategy. In some cases, a PCR should be used to document the disruption. While the indicator remains in Yellow, the project team will implement the mitigation plan to return the project back to Green. Typically, no direct GNSO Council intervention is required, but duration or other issues may require a more direct intervention to prevent the project turning Red. This evaluation cycle repeats until the situation is resolved.
Should the project team determine a change to a Red indicator, the GNSO Council leadership is notified immediately of the impact and the notification should include a rationale for the disruption. A PCR will document the disruption and require approval before implementation. While the indicator remains in Red, the project team will work the mitigation plan until the project returns to normal or is terminated. In most cases, full GNSO Council intervention is required with direct collaboration. Project leadership will be required to present the rationale and seek input for the appropriate mitigation plan.

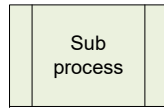
⁴ Specific actions and roles will require definition as the procedure evolves.

⁵ The Escalation Procedure should be reviewed in its early stages to adjust to the appropriate level of actions required for Yellow or Red indicators as appropriate for Status and Condition. "Tighten or loosen the screws" so to speak.

Process Legend



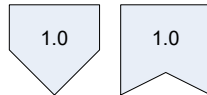
Process Step



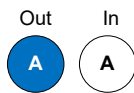
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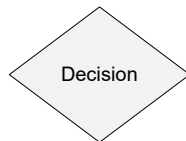
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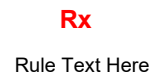
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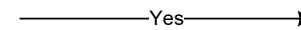
Decision



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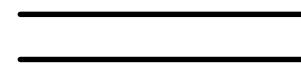
Begin of Process



Process Flow



Diversion to External Process



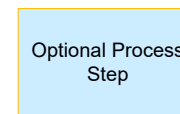
Parallel Process



Terminator of Process



External Process not Active



Optional Process Step

Status & Condition Escalation Procedure

