Project Status and Financial Reports

Adopter

3.1
Implemen-
tation
Kickoff

01
Complete
project
status report
MONTHLY

02
Email project
status report to
initiative lead

03
Discuss project
status report at
project status
meeting

05
Complete
financial report
**MONTHLY &
QUARTERLY**

06
Email financial
report to
initiative lead

12
Discuss
issue with
initiative lead

OLIS Initiative Lead / Coordinator

04
Discuss project
status at project
status meeting

07
Provide copy to
OLIS finance
lead

08
Review
financial
report

11
Discuss
issue with
adopter PM

13
Determine
appropriate
mitigation

3.2
Project Reporting
& Financials
(Payment Memo)
INTERNAL

NOTE: The schedule of
payments is based on the
agreed upon terms in
Schedule C of the planning
and implementation TPAs.

10
Issue?

Y

N

OLIS Finance Lead

09
Review
financial
report