Project Lone Star Relocation (LSR-2026) - Executive Status Report

- **Reporting Period:** October 6, 2025 – October 17, 2025
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- Target Go-Live Date: March 15, 2026

Executive Summary

The project remains in the Definition Phase (Phase 1) with the target Go-Live date of **March 15, 2026**, still achievable, but performance metrics for this period indicate mounting pressure. The **Schedule Performance Index (SPI 0.95)** shows a slight lag in planned work completion, while the **Cost Performance Index (CPI 0.80)** signals a critical budget overrun due to higher-than-expected vendor legal fees and facilities scoping. **Steering Committee approval is critically required this week** to avoid a significant cost increase related to long-lead IT hardware procurement.

Current Project Health Snapshot

This snapshot tracks project performance against the baseline defined in the Project Charter.

Area	Status (RAG)	Trend	Metric & Commentary
Schedule	**AMBER**	Worsening	**SPI: 0.95**. The project has completed $0.95 of work for every $1.00 planned. Vendor negotiation timelines caused a 2-day delay in the Facilities Build-out SOW finalization.

Budget	**AMBER**	Worsening	**CPI: 0.80**. Costs are running 20% over budget for the current reporting period. This is primarily attributed to legal fees during complex facilities contracting. Corrective action is being applied to the next period.
Scope	**AMBER**	Watch	Scope stability is threatened by the pending network hardware decision. Scope will shift if alternative, cheaper hardware is mandated.
Risk	**AMBER**	Steady	**Top Risk:** Severe Weather (Hurricane season) remains a high-probability/high-impact threat to the final physical move.

Cost & Schedule Performance Detail

The total estimated cost for the relocation phase of Project LSR-2026 is **$3,500,000**. The table below reflects performance metrics specifically for the Definition Phase (Q4 2025).

Cumulative Earned Value Metrics (Through Oct 17, 2025)

Metric	Amount	Interpretation
Planned Value (PV)	**$950,000**	Budgeted cost of work scheduled to be completed.
Earned Value (EV)	**$902,500**	Budgeted cost of work actually completed.

Actual Cost (AC)	**$1,127,500**	Actual cost incurred for the work completed.
Cost Variance (CV)	**($225,000)**	Amount project is over budget on completed work.
Schedule Variance (SV)	**($47,500)**	Amount project is behind schedule.

Performance Indices

Index	**Value**	**Interpretation**	**Corrective Action**
Schedule Performance (SPI)	**0.95**	Project is completing work slower than planned.	Implemented mandatory daily task review meetings to manage vendor performance gaps.
Cost Performance (CPI)	**0.80**	Project is significantly over budget on completed work.	Restructured the budget to allocate a smaller contingency towards the Logistics phase to offset current overruns.

Critical Action Items & Decisions Required

The project requires **Steering Committee approval** on the following item to prevent a major Schedule slip and significant cost increase.

Item	Context	Impact of Delay	Decision Required
New Router/Switch Specs	The IT Team Lead requires final sign-off on the core network hardware specifications before procurement can begin. **16-week lead time** makes immediate ordering critical.	**Schedule Impact:** Delay beyond October 25th will place the Cutover Schedule into a **RED** status.	**ACTION:** Approve final hardware specification document (LSR2026-IT-SPEC-Network-V1.2).
Action Owner	Steering Committee	**Due Date**	**October 25, 2025**

Top Risks and Mitigation Strategy

Risk ID	Risk Title (Category)	Current Status	Mitigation Plan (In Progress)
R003	**Severe Weather Impact** (External)	**AMBER (High Probability/High Impact)**	**Action:** Define specific, weather-contingent backup move dates in February 2026. Review insurance coverage and vendor contracts for weather-related clause adherence.

R005	**Document Control Non-Adherence** (Internal)	**GREEN (Medium Probability/Low Impact)**	**Action:** Scheduled mandatory refresher training for all core team members on the SharePoint File Naming Convention and **ISO 27001** archiving requirements.
R009	**Key Staff Retention** (Resource)	**AMBER (Medium Probability/High Impact)**	**Action:** Coordinate with HR and GTS Leadership to implement a **retention bonus strategy** for critical Operations and IT staff who remain through the Q1 2026 move date.

Look Ahead: Next Reporting Period (Oct 20 - Oct 31)

- **Financials:** Finalize the full **project budget baseline** based on Phase 2 Construction Accounting data.
- **Planning:** Begin drafting the **Logistics and Move Strategy** document, detailing vendor coordination for physical relocation.
- **Governance:** Host the first formal **Risk Review Board** meeting to analyze all identified risks and assign definitive owners.