

Beaumont PI Status Report Process, as of August 2022

- Review updated status report process and format and provide feedback
- **Process:**
 - Project managers:
 - Update the latest/next meeting PI status report prior to PI meetings; report located on the joint [Beaumont/PI Section SharePoint folder](#); Julie will pull up during meetings
 - Add any new project rows to status report; flag PI activities to discuss
 - Any other minor adjustments to be flagged in PI status meetings
 - Per Ana Mijares, PM's & TP&D staff should be prepared to answer any project-related question or update; if unable to at meeting, everyone should be prepared to update the status report prior for the next meeting
 - Once a meeting is done, Julie will save that version as the next PI status meeting report to the SharePoint folder, to be updated by the team
 - History of status reports will be saved on SharePoint site by meeting date
- **PI status report template changes:**
- Separate columns to track project-management related items vs. PI tasks
- Action items column to track actions noted during meetings
- Separated projects by sections: NEPA/project development phase studies/projects; construction-phase projects and future projects (studies/projects on the horizon – no PI activity identified yet)
- **Note new additions from team input:** Add ENV classification to CJS and letting timeline column and recommended adding ENV PM and all consultants involved (indicate their work areas) under the project status column
- **New:** Julie will save new report as “draft” and will remove that reference after the meeting is completed