

Ledger cutover ran on Thursday night and **94% of accounts** reconciled on the first pass; the remaining 611 are annual plans with mid-term upgrades, which the finance team is clearing by hand this week. Nothing on the critical path moved. The one open decision is whether dunning emails switch over with the June billing run or wait for July.

SCHEDULE

+2d

Go-live **July 7**, unchanged. Two days of float recovered on data migration.

BUDGET

68%

\$412k of \$605k spent at 64% elapsed. Forecast at completion \$588k.

SCOPE

41/47

Stories accepted. Four deferred to phase 2 by agreement on May 6.

OPEN RISKS

3

One high: the tax-engine contract renews **June 30**, mid-cutover.

WORKSTREAMS

WORKSTREAM	OWNER	STATE	THIS WEEK
Data migration	Riley Thompson	Green	Third dry run clean; 611 exceptions queued for manual clearing
Invoicing and dunning	Maya Chen	Amber	Templates signed off; dunning switch-over date still open
Tax and compliance	Dana Kohl	Amber	Vendor contract renews mid-cutover; procurement engaged Monday
Reporting and finance ops	Sam Ortiz	Green	Month-end pack rebuilt against the new schema, reconciles to the cent
Customer comms	Ava Cruz	Held	Starts week 16, once the dunning decision lands

MILESTONES

MILESTONE	DUE	FORECAST	NOTE
Ledger cutover rehearsal	May 22	Done May 22	94% first-pass reconciliation
Exception clearing complete	May 30	May 29	611 accounts, two people
Dunning decision	May 28	At risk	Needs a sponsor call
Parallel run, one billing cycle	June 10	June 10	Both systems, results compared daily
Go-live	July 7	July 7	Freeze from July 2

LANDED THIS WEEK

Third migration dry run, 94% clean on the first pass

Invoice templates approved by finance and legal

Month-end reporting pack rebuilt on the new schema

NEXT WEEK

Clear the 611 exception accounts by hand

Procurement opens the tax-engine renewal

Parallel-run runbook to the finance team for review

DECISION NEEDED

Do dunning emails switch with the June run or in July? July is the safer sequence but leaves two systems sending mail for a month. Needed by May 28 from Elena Marsh.

WATCH ITEM

The tax-engine contract renews **June 30**, four days before freeze. Procurement is bringing the renewal forward; if it slips, the fallback is a one-month extension at list price.

WAITING ON — FINANCE

Elena Marsh

Two people for exception clearing, week of May 26. Confirmed verbally, not yet in the roster.

WAITING ON — PROCUREMENT

Dana Whitfield

Tax-engine renewal brought forward to June 16 so it lands clear of the freeze window.

WAITING ON — SUPPORT

Alex Rivera

Macros and the billing FAQ rewritten before customer comms open in week 16.