



PROJECT CLOSEOUT AGREEMENT WITH SBCTC IT/PMO *TRANSFER 250 OF 2488 REQUIREMENTS FROM PROJECT SCOPE*

Project Closeout Agreement Details

The final review of the ctcLink Project Requirements Traceability Matrix (RTM) revealed 250 requirements that were either not implemented or partially implemented for various reasons (e.g., colleges don't use; functionality not needed by the college system; requirement fulfilled with another solution).

To close the ctcLink Project by June 30, 2022, the 250 items need to be removed (de-scoped) from the ctcLink Project Investment Plan and transferred to SBCTC IT/PMO for a more in-depth review and assessment of the 250 items as outlined in the **attached RTM Final - Request to Descope spreadsheet**.

Following transfer of the 250 items to SBCTC IT, the PMO will work with the ctcLink Working Group to review the 250 items and determine which requirements are not needed and which ones need to be addressed as future enhancements and fixes.

Signature of Approval

The signature below certifies that the ctcLink Project Sponsor/SBCTC Deputy Executive Director of IT approves the transfer of the 250 items from Project to SBCTC IT/PMO for further review and action by SBCTC PMO and ctcLink Governance.

A handwritten signature in black ink that reads "Grant Rodeheaver".

Grant Rodeheaver
ctcLink Project Sponsor and Deputy Executive Director - IT Division

5/25/2022

Date