



Village of Oak Park, IL

Police Department Assessment

Monthly Status Report

For the Reporting Period:

March 1 – March 31, 2022

Final



Submitted by:

Doug Rowe, PMP®, Engagement Manager

Michele Weinzetl, Project Manager

BerryDunn

2211 Congress Street

Portland, ME 04102-1955

Phone: 207.541.2200

drowe@berrydunn.com

mweinzetl@berrydunn.com

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berrydunn.com

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Table i: Report Version History

Version	Delivered Date	Update Reason
Draft 1	April 6, 2022	BerryDunn delivered the first draft of the monthly status report to the Village Project Management Team (VPMT) lead for review.

1.0 Executive Summary

The following is a summary of the Village of Oak Park’s (the Village’s) activities for the Police Department Assessment during this reporting period (March 1 – March 31, 2022).

Activity for this month involved conducting the third round of interviews with Police Department staff and key stakeholders. BerryDunn also held several community meetings, including virtual and in-person. Work is continuing on the Essential call for service (CFS) worksheet in preparation for a planned survey for key stakeholders and the community. BerryDunn also produced the Emergent Issues Memo and delivered the draft to the Village for review.

Table 1.1: Project Health

Project Health		
Project Schedule	Project Scope	Project Cost
On Track	On Track	On Track

Summary and Update for This Reporting Period: The Project Health indicators are all green. Project activities and tasks are currently on track.

Project Activities Completed (during the reporting period):

- Conducted additional on-site interviews
- Held community meetings and feedback sessions
- Conducted meetings with CPOC and NACOLE
- Advanced the CFS worksheet to the next phase in anticipation of developing the community survey.

Upcoming Project Activities (during the next reporting period):

- Distribute the Essential CFS survey externally to the community and stakeholders
- Conduct analysis of impartial policing data
- Conduct data analysis and develop recommendations; develop draft report and associated data tables and figures

Project Issues: There are no active issues to report on during this reporting period.

Project Risks: There are no active risks to report on during this reporting period.

2.0 Recently Completed and Upcoming Project Activities

This section of the report contains the activities completed during this reporting period, as well as a projection of the tasks upcoming in the next reporting period and additional details related to those tasks.

2.1 Summary of Recently Completed Project Activities

Table 2.1.1 contains a list of recently completed project activities involving tasks.

Table 2.1.1: Recently Completed Project Activities (March 2022)

Completed Project Activities (March 2022)		
Date	Details	Owner
03/15/2022 – 03/18/2022	Conducted interviews with Police Department staff and held community and stakeholder meetings	BerryDunn/VPMT
March	Conducted data evaluation and review	BerryDunn

2.2 Summary of Upcoming Project Activities

Table 2.2.1 contains a list of upcoming project activities for the month of April 2022.

Table 2.2.1: Upcoming Project Activities (April 2022)

Upcoming Project Activities (April 2022)		
Date	Details	Owner
March/April	Process racial profiling and field contact data	BerryDunn
April	Distribute Essential CFS survey externally to the community and stakeholders	BerryDunn/VPMT
April/May	Conduct data analysis and develop recommendations; develop draft report and associated data tables and figures	BerryDunn
April/May	Develop Preliminary CFS Evaluation Report	BerryDunn

3.0 Risks and Issues

This section summarizes issue and risk activities (e.g., opened, closed) by number as well as their related impacts.

Table 3.1 Issue Status and Impact

Issue Status and Impact				
Issue Status	Low Impact	Medium Impact	High Impact	Total
New (Opened This Reporting Period)	0	0	0	0
Open (Actively Monitored)	0	0	0	0
Closed	0	0	0	0
Total	0	0	0	0

Table 3.2 Risk Status and Impact

Risk Status and Impact				
Risk Status	Low Impact	Medium Impact	High Impact	Total
New (Opened This Reporting Period)	0	0	0	0
Open (Actively Monitored)	0	0	0	0
Closed	0	0	0	0
Total	0	0	0	0

3.1 Active Issue Register

This section reports on the status of issue management for the Village’s Police Department Assessment for the current reporting period. An issue is a factor or situation that is unresolved and is negatively impacting the project. The Risk and Issue Register contains additional details related to each item.

Table 3.1.1 summarizes the active issues, as well as their dates identified and categories. The table does not list closed issues, but closed issues remain in the Risk and Issue Register on the project’s BerryDunn KnowledgeLink site.

Table 3.1.1: Active Issue Listing

#	Issue Description	Date Identified	Category
	There are no new or active issues to report on during this reporting period.		

3.2 Active Risk Register

This section reports on the status of risk management for the Village’s Police Department Assessment for the current reporting period. A risk is defined as an uncertain event or condition that, if it occurred, would have a negative effect on the project’s objectives. Risks are events or conditions that might occur in the future.

Table 3.2.1 summarizes the active risks. The table does not list closed risks, but closed risks remain in the Risk and Issue Register on the project’s BerryDunn KnowledgeLink site.

Table 3.2.1: Active Risk Listing

#	Risk Description	Date Identified	Category
	There are no new or active risks to report on during this reporting period.		

Status Indicators

The following status indicators will be used on a monthly basis to indicate overall project status.

On Track	The On Track indicator will be used when project schedule, scope, and/or costs, are consistent with the approved project work plan, schedule, and budget.
Monitor	The Monitor indicator will be used when project schedule, scope, and/or costs are inconsistent with the approved project work plan, schedule, and budget.
Negative	The Negative indicator will be used when the project schedule, scope, and/or costs, create an identified risk to the project that indicates the need for adjustment(s) to help ensure project success.

4.0 Key Decision Points

This section of the report identifies key decision points that are active during the reporting period.

Table 4.1: Key Decision Points

Key Decision Points		
ID No.	Date	Summary
		There are no open decisions to report on during this reporting period.

Appendix A: Glossary of Terms

No.	Term	Definition
1	Constraint	An applicable restriction or limitation to the project, either internal or external, that creates an impact.
2	Impact Level – Issue and Risk	<p>The effect on the project or the potential effect if it were to occur. All issues and risks will be assigned an impact level of either High, Medium, or Low, as follows:</p> <ul style="list-style-type: none"> • High: Having a severe negative impact on at least one of the following project constraints: scope, schedule, budget, or quality. • Medium: Having a moderate impact on at least one of the following project constraints: scope, schedule, budget, or quality. • Low: Having a minor negative impact on at least one of the following project constraints: scope, schedule, budget, or quality.
3	Issue	<p>A point or matter in question or in dispute; a point or matter that is not settled and is under discussion or over which there are opposing views or disagreements. An issue is a statement of concern or need:</p> <ul style="list-style-type: none"> • Whose resolution is in question or lacking agreement among stakeholders • That has critical deadlines or time frames that cannot be missed • That results in an important decision or resolution whose rationale and activities must be captured for historical purposes • With critical deadlines that might impede project progress <p>An issue is a situation that has occurred or will definitely occur, as opposed to a risk, which is a potential event. Items that are “normal” day-to-day tasks related to a person’s job duties are not considered issues or action items.</p>
4	Issue Resolution Recommendation	A course of action identified to resolve an issue.
5	Issue Resolution Response	The approach selected by the Village to resolve the issue.
6	Risk	An uncertain event or condition that, if it occurs, would have a negative effect on the project’s objectives. Risks are events or conditions that might occur in the future.
7	Risk Impact Level	<ul style="list-style-type: none"> • High: The risk would have a significant impact on the project if it materialized. • Medium: The risk would have a moderate impact on the project if it materialized. • Low: The risk would have a minor impact on the project if it materialized.

No.	Term	Definition
8	Risk Mitigation Recommendation	Strategy identified to mitigate, or lessen, the likelihood that a risk will occur or reduce its impact if it does occur.
9	Risk Mitigation Response	The approach selected by the Village to mitigate the risk.
10	Status	<p>The priority status of an issue or risk.</p> <ul style="list-style-type: none"> • Open: The issue or risk is currently open. • Closed: An issue can be moved into the “Closed” status when it has been resolved or is no longer relevant. A risk can be closed when it has been successfully mitigated, when it materializes and is transitioned to an issue, or when its time frame for occurrence passes and it has not materialized.

Appendix B: Project Health Indicator Definitions

Project Health Indicator	Green	Yellow	Red	Gray
Schedule	Current project progress is no more than 5% behind the baseline project schedule.	Current project progress is between 5% and 15% behind the baseline project schedule.	Current project progress is more than 15% behind the baseline project schedule.	Insufficient information to make an assessment on this project health indicator at this time.
Scope	There is a common understanding and agreement on project scope between the Village and the implementation vendor.	There is not a common understanding and agreement on project scope between the Village and the implementation vendor; however, determination has not occurred.	There is disagreement related to project scope between the Village and the implementation vendor.	Insufficient information to make an assessment on this health indicator at this time.
Cost	The expenditures-to-date are consistent with plans.	The expenditures-to-date are at risk of being more than expected based upon the project work.	The Negative indicator will be used when the expenditures-to-date are more than expected based upon the work completed.	No expenditures have been identified.