



Village of Oak Park, IL

Police Department Assessment

Monthly Status Report

For the Reporting Period:

February 1 – February 28, 2022

Final



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Table of Contents

Section	Page
Table of Contents.....	i
1.0 Executive Summary.....	1
2.0 Recently Completed and Upcoming Project Activities.....	2
2.1 Summary of Recently Completed Project Activities.....	2
2.2 Summary of Upcoming Project Activities.....	2
3.0 Risks and Issues	3
3.1 Active Issue Register	3
3.2 Active Risk Register.....	4
4.0 Key Decision Points.....	5
Appendix A: Glossary of Terms.....	6
Appendix B: Project Health Indicator Definitions	8

Table i: Report Version History

Version	Delivered Date	Update Reason
Draft 1	March 10, 2022	BerryDunn delivered the first draft of the monthly status report to the Village Project Management Team 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 (February 1 – February 28, 2022).

Activity for this month involved conducting the second round of interviews with police department staff and key stakeholders. BerryDunn facilitated completion of the Essential call for service (CFS) worksheet and evaluated data request submissions. Additional activity included planning for the next on-site visit, and coordinating upcoming meetings.

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 a facility review
- Conducted on-site interviews with staff and stakeholders
- Conducted community outreach and promoted community collaboration and participation
- Briefed the Village Board on the status of the project

Upcoming Project Activities (during the next reporting period):

- Additional on-site interviews
- Distribute the Essential CFS survey externally to the community and stakeholders
- Hold community meetings and feedback sessions

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 (February 2022)

Completed Project Activities (February 2022)		
Date	Details	Owner
02/15/2022	Facility review	BerryDunn
02/15/2022 – 02/28/2022	Operations interviews with police department staff and stakeholders	BerryDunn
February	Conduct community outreach; promote Social Pinpoint site and community feedback opportunities	BerryDunn/VPMT

2.2 Summary of Upcoming Project Activities

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

Table 2.2.1: Upcoming Project Activities (March 2022)

Upcoming Project Activities (March 2022)		
Date	Details	Owner
March	Distribute Essential CFS survey externally to the community and stakeholders	BerryDunn/VPMT
03/15/2022 – 03/18/2022	Conduct interviews with police department staff and hold community and stakeholder meetings	BerryDunn/VPMT
March	Data evaluation and review	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
1	03/07/2022	The dates, times, and locations of planned community and stakeholder meetings have been adjusted. See Table 4.2.
2	03/07/2022	Village staff have requested BerryDunn add observations of the police facility to the emergent issues memo.

Table 4.2: Meeting Schedule

Meeting Date	Meeting Place	Meeting Time
March 10: Virtual Open Forum – Police Operations	Zoom Platform	6 p.m. – 8 p.m.
March 15: Targeted Small Group Meetings	Maze Library 845 Gunderson Avenue, Oak Park	ROYAL: 5:30 p.m. – 6:30 p.m. Black residents of Oak Park and Latinos of Oak Park/River Forest: 7 p.m. – 8 p.m.
March 16: Stakeholder Meetings	Maze Library 845 Gunderson Avenue, Oak Park	10 a.m. – 4 p.m.
March 16: Large Open Forum discussing Police Operations and Essential CFS	Oak Park River Forest High School – North Café 201 N. Scoville Avenue Oak Park	6 p.m. – 8 p.m.
March 17: Stakeholder Meetings	Oak Park Main Library – Veterans Room 834 Lake Street, Oak Park	6 p.m. – 8 p.m.
March 23: Virtual Open Forum – Essential CFS	Zoom Platform	6 p.m. – 8 p.m.

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.