# **Progress Report**

## Project Team #: Moustafellos 3 – Doyle 2

## **Team Members:**

## **PM’s:**

## Andrew Tauskey, Andre Messa, Anne Buckley, James Brunetto, and Daniel Vessal.

**BA’s:**

Matthew Johnson, Nicholas Robinson, Hyun Woo Lee, Cassandra Borek, and Sean Carpenter.

**Reporting Period:**

## November 28th - December 5th

**Overall Project Status:**

**On Track** / At Risk

## **Deliverables:**

### ***Work Completed:***

### **Task Name Date Completed Summary Notes**

1. Preparation for interviews 9/10, 10/6 Gave more specific questions
2. Scope Review 9/20, 10/15 Combination of all BA’s

individual docs

1. Business Rules 10/1 Clearer definition of what is needed
2. All PM Deliverables (first draft) 10/13 All drafts were developed and will be refined in the upcoming weeks
3. First BA prototype 11/6 BA developed first complete prototype
4. BA Final Presentation 12/1 Presented prototype

### ***Work in Progress:***

### **Task Name Planned End Date Resources Assigned**

1. Refining Scope doc ongoing Anne and Dan
2. JIM Review ongoing James, Andre
3. Assist Prototyping ongoing All PMs
4. Refining PM deliverables 10/24 All PMs
5. Develop deliverables in MS Project ongoing All PM’s
6. Brainstorming ongoing BA’s and PM’s
7. Prototyping ongoing BA’s
8. Business Processes ongoing BA’s and PM’s

### ***Work Schedule to begin:***

### **Task Name Planned Start Date**

1. Finalize Documents 12/5

## **Project Issues:**

### **Descriptions Actions**

1. Developing deliverables Review of Microsoft Project book and develop

in Microsoft Project drafts to review at weekly PM meeting

## **Project Risks:**

###  **Description Actions**

1. Little experience e-commerce Researching valuable e-commerce solutions
2. Staying on schedule We have setup agendas for each meeting to maximize productivity and stay on track

## Meetings

### **Meetings that have taken place:**

### **Description Date / Time Attendees**

1. Kickoff Meeting 9/10 Andre, Anne, BA’s
2. Meeting w/ BA’s 9/22 Andre, James, Dan, Matt, BA’s
3. PM Meeting 9/22 All PM’s
4. PM/BA Meeting 9/29 Andre, James, Andrew, Bas
5. PM Meeting 9/29 All PM’s
6. PM/BA Meeting 10/6 Andre, James, Andrew, Bas
7. PM Meeting 10/6 All PM’s
8. PM Meeting 10/13 8:00 pm Andre, Dan, James, Andrew
9. PM/BA Meeting 10/15 4:30 pm Dan, Andrew, James, Andre, BA’s
10. PM Meeting 10/19 8PM All PM’s
11. Andre & Dan 10/27 Microsoft Project
12. Anne & Woo 10/27 Status Update
13. BA & PM 10/30 Brainstorming
14. Andre & Daniel 11/5 MP
15. BA/PM 11/5 Innovation
16. PM/BA meeting 11/12 Andre, Anne, James, Andrew, BA’s
17. PM/BA mtg 11/19 BA’s & PM’s
18. PM/BA mtg 12/3 BA’s & PM’s

### **Planned Meetings:**

### **Description Date / Time Attendees**

1. Weekly PM meeting Monday 8:00 pm All PM’s
2. Weekly group Meeting Wednesday 4:30 pm PM’s and BA’s