

Project Managers: Anthony Mignona, Caroline Lykhokon, Eric Donohue, Nick Napolitan

Business Analysts: Alat Mustafa, Anthony Laccarino, Austin Heilman, Shelby Karayanis, Braeden Hanney, Brody McGillen

Project: Tapp Network

Weekly Progress Report: March 25th, 2018

Period: March 19th, 2018 – March 25th, 2018

Hours: ~10 Hours

Hours to Date: 60

Completed tasks for this period:

1. Project managers finalized the RACI chart; all positions and responsibilities were attributed to specific individuals.
2. Project Managers offered assistance for the Business Analyst's use cases.
3. Project Managers finalized the work breakdown structure for their project.

Goals for next period:

1. Project Managers are to meet with Business Analysts to be updated on the progress of their prototype. Project Managers will provide feedback and guidance to ensure the prototype meets the clients' requirements within schedule.
2. Project Managers will meet with the business analyst team to refine their personas and scenarios.
3. Project Managers will conduct brainstorming session for Business Analysts' upcoming deliverables, including their data schema and business rules.

Issues:

1. Progress on the Business Analysts' prototype isn't ideal; project managers will meet with business analysts extensively in the upcoming week to expedite their progress.