# Progress Report

## Project Team #: Group 1

## Team Members: PM - Angela Gilson, Ryan Boyce, Steve Martorelli, Michael McAleer, Will Cummings, Charles BA- Tim , Tyler , John

## Reporting Period From: 9/29 To: 10/03

Overall Project Status: On Track

Individual Hours:

|  |  |
| --- | --- |
| PM’s | BA’s |
| Mike= 2 | Tim=3.5 |
| Ryan=2 | Tyler=3.5 |
| Steve=2 | John=3.5 |
| Will=2 |  |
| Charlie=2 |  |
| Angela=2 |  |

Completed Work:

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Completion date | Notes | Status |
| BA Exam 1 Follow-Up | 10/2 | Feedback regarding Exam 1 | Complete |
| Team Scope {Draft 2} | 9/29 | Applied feedback from first submission | Complete |
| Progress Reports | Weekly | Accurate and on time | Complete |

Work in progress:

BA’s

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Due Date | Team Members | Status |
| JustinMind Overview & Practice | 10/6 | All BA’s and All PM’s | Scheduling |
| Interview 3 | 10/7 | All BA’s; PM attendance has not been decided | Preparing Q’s |
| Process Flow Chart | 10/10 | n/a | Planning |

PM’s

|  |  |  |  |
| --- | --- | --- | --- |
| Communication Plan  {re-draft} | 10/10 | Mike , Ryan, Steve, Will, Charlie | Progress |
| Work Breakdown Structure {MS Project} | 10/10 | Ryan, Angela | Progress |
| RAIC Chart | 10/12 | Steve | Planning |
| Change Management Plan {re-draft} | 10/15 | Mike, Will, Charlie, Angela | Planning |
| Quality Management Plan {re-draft} | 10/15 | Mike , Ryan, Steve, Will, Charlie | Planning |
| Risk Management Plan {re-draft} | 10/20 | Mike , Ryan, Steve, Will, Charlie | Planning |
| Budget | 10/20 | Mike , Ryan, Steve, Will, Charlie | Planning |

Issues

|  |  |
| --- | --- |
| Issue | Action |
| Conflicting Schedules | Communicate potential barriers sooner. Discuss alternatives to complete work despite not being able to meet. |
| Communication (slight issue) | Need to work on communicating confirmation of completed tasks. Allows everyone to reflect on task, process, and remaining project requirements. |

Risks

|  |  |
| --- | --- |
| Unavailability to meet outside of class between PM’s and BA’s | Confirm a weekly meeting time. Develop an attendance strategy to determine who is able to meet, when, and for how long. This risk started small but is growing as the semester progresses. |