# Progress Report

## Project Team #: Flanagan 3 - Doyle 4

## Team Members:

## PMs: Brett Leftwich, Anthony Ferro, Jessica Cracchiolo, Bakari Malik, James Long, Joshua Danehower

BAs: Michael Belli, Lamar Dixon, Harold Rosemond, Eugene Sumin

## Reporting Period From: 9/22/14 To: 9/26/14

Overall Project Status: On Track

## Deliverables:

### **Work Completed:**

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

1. Interview Questions 9/24
2. Initial Scope Document 9/24 Need help with constraints
3. Project Schedule draft 9/24 Needs more clarity
4. Budget draft 9/24 Needs more direction

### **Work in Progress:**

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

1. Interview Questions #3 10/7 All BA’s
2. Work Breakdown Structure 9/29 Brett
3. Project Charter 10/3 Jess
4. Project Statement 10/3 Anthony
5. Quality Management Plan 10/10 Brett and Jim
6. Risk Management Plan 10/10 Bakari and Josh
7. Communications Plan 10/3 Josh
8. Change Management Plan 10/6 Jess and Anthony
9. Project Schedule 10/3 Jim and Bakari

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

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

1. JustinMind prototyping 10/1
2. Business Rules 10/13
3. ERD Diagramming 10/20
4. Presentation planning 11/24

## Project Issues

###  **Descriptions Actions**

1. Microsoft Project PMs need to invest more time into MS Project training
2. Communication Communication between BAs and PMs needs to improve

through a sense of urgency

1. Collaboration Work division and communication needs to be addressed

## Project Risks:

###  **Description Actions**

1. Deliverable drafts not getting completed on time Stress urgency
2. Not enough communication between BAs & PMs Schedule more meetings
3. No preparation in MS Project Start MS Project training

## Meetings

### **Meeting that have taken place:**

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

1. Pre-Interview Meeting 9/24 Josh D & Alls BA’s
2. Kick off Meeting 9/10 All BA’s and selected PM’s
3. Scope Meeting 9/9 All BA’S and selected PM’s
4. Project Status Meeting 9/17 All BA’s and selected PM’s

### **Planned Meetings:**

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

1. Project Status Meeting 9/29 All BA’s and PM’s
2. Scope Meeting 10/1 All BA’s and PM’s
3. PM meeting 10/3 All PM’s