# 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: 9/29/14 To: 10/3/14

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
2. Lack of Urgency PM’s will address the conflict and stress urgency in all forms of communication with the BA’s

## 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
5. Project Status Meeting 9/29 All BA’s and PM’s
6. Scope Meeting 10/1 All BA’s and PM’s
7. PM meeting 10/3 All PM’s

### **Planned Meetings:**

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

1. Interview 3 Prep 10/6 All BA’s and PM’s
2. Project Status 10/8 All BA’s and PM’s