# 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: 10/13/14 To: 10/17/14

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
5. Interview 3 Questions 10/6
6. Project Charter 10/8
7. Project Statement 10/8
8. Justinmind Exercises 10/7
9. Project Schedule 10/13

### **Work in Progress:**

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

1. Work Breakdown Structure 10/24 Brett and Anthony
2. Project Budget 10/27 Jim
3. Quality Management Plan 10/27 Brett and Jim
4. Risk Management Plan 10/24 Bakari and Josh
5. Communications Plan 10/24 Josh
6. Change Management Plan 10/24 Jess and Anthony
7. Learning Justinmind 10/21 All BAs
8. Team scope document 10/25 All BAs and PMs

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

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

1. Business Rules 10/20
2. ERD Diagramming 10/20
3. Presentation planning 11/24

## Project Issues

###  **Descriptions Actions**

1. Microsoft Project PMs need to invest more time into MS Project training
2. Communication Communication has improved amongst BA’s and PM’s. Communication has slightly improved amongst Harold and the BA’s but not the PM’s
3. Collaboration Work division and communication needs to be addressed
4. Missing BA Harold Rosemond has started to communicate with BAs but has still failed to communicate with PMs

## 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. Project status meeting 10/16 Anthony, Bakari, Eugene
2. Scope Meeting w/ Professor 10/15 All BAs
3. Project Status Meeting 10/17 Jess and all BAs
4. BA meeting 10/17 Mike, Eugene, Lamar

### **Planned Meetings:**

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

1. PM Meeting 10/20 All PMs
2. Justinmind Meeting 10/23 All BAs, Bakari, James
3. Project Status Meeting 10/24 All BAs and selected PM’s