# 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: 10/27/14 To: 10/31/14

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
10. Justinmind Practice 10/20
11. Work Breakdown Structure 10/22
12. Revised Budget 10/27
13. Scenario Draft 10/29
14. Team Scope Document 10/30

### **Work in Progress:**

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

1. ERD Diagramming 11/5 All BAs
2. Quality Management Plan 11/12 Brett and Jim
3. Risk Management Plan 11/12 Bakari and Josh
4. Communications Plan 11/19 Josh
5. Change Management Plan 11/19 Jess and Anthony
6. Drafting Prototype 11/23 All BAs

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

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

1. Business Rules 11/3
2. Presentation planning 11/24

## Project Issues

### **Descriptions Actions**

1. Microsoft Project PMs need to update actual costs incurred to compare to

baseline and render accurate EVM graphs

1. Communication Communication needs to be improved among BAs and PMs
2. Collaboration Work division needs to be re-addressed among PMs for effectiveness and efficiency (work division was established for BAs, though)
3. Missing BA Harold Rosemond is still failing to communicate and be present, despite appearing at his first meeting since the project inception this week

## Project Risks:

### **Description Actions**

1. Deliverable draft completions continuously delayed Stress urgency and update frequently
2. Not enough communication between BAs & PMs Schedule more meetings
3. Lacking proficiency in MS Project Invest more time into Project training

## Meetings

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

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

1. MS Project Meeting 10/29 Anthony, Brett
2. Status Meeting w/ Professor 10/29 All BAs
3. Prototype Meeting 10/30 Jim, Anthony, Bakari, Mike, Eugene
4. Project Status Meeting 10/31 Mike, Lamar, Anthony, Jess, Josh, Harold

### **Planned Meetings:**

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

1. PM Meeting 11/5 All PMs
2. Status Meeting w/ Professor 11/5 All BAs
3. Prototype Meeting 11/7 All BAs and selected PMs
4. Project Status Meeting 11/7 All BAs and selected PMs