# 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: 11/10/14 To: 11/14/14

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
15. ERD Diagramming/Schema 11/5
16. Risk Management Plan 11/12

### **Work in Progress:**

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

1. Business Rules 11/19 Lamar
2. Communications Plan 11/19 Josh
3. Change Management Plan 11/19 Jess and Anthony
4. Quality Management Plan 11/21 Brett and Jim
5. Drafting Prototype 11/23 Mike
6. Scenario 11/23 Harold
7. Use Cases 11/23 Eugene

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

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

1. Presentation planning 11/17

## Project Issues

### **Descriptions Actions**

1. Microsoft Project PMs need to regularly update actual hours for tasks completed
2. Collaboration Work division needs to be re-addressed among PMs for effectiveness and efficiency (work division was established for BAs, though)

## 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
4. Lack of BA participation Check with BAs frequently to make sure work is getting done

## Meetings

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

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

1. MS Project Meeting 11/10 All PMs
2. Status Meeting w/ Professor 11/12 All BAs
3. Prototype/Scenario Meeting 11/14 All BAs & Jess
4. Project Status Meeting 11/14 Mike, Anthony, Jess

### **Planned Meetings:**

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

1. PM Meeting 11/17 All PMs
2. Status Meeting w/ Professor 11/19 All BAs
3. Prototype/Scenario Meeting 11/21 All BAs, selected PMs
4. Project Status Meeting 11/21 All BAs, selected PMs