# 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: 11/14/14 To: 11/21/14

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
17. Drafting Prototype 11/17
18. Communications Plan 11/19
19. Scenario 11/19
20. Change Management Plan 11/19
21. Presentation Video 11/21 BA’s decided to use a video to aid presentation

### **Work in Progress:**

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

1. Business Rules 12/3 Lamar
2. Quality Management Plan 12/1 Brett and Jim
3. Use Cases 11/23 Eugene
4. Presentation planning 12/3 Mike and Harold

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

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

1. PM Document editing 12/1

## 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
5. Slowed progress over thanksgiving break Keep in contact with all BA’s over break

## Meetings

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

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

1. PM Meeting 11/17 All PMs
2. Status Meeting w/ Professor 11/19 All BAs
3. Prototype/Business Rules 11/19 Mike, Eugene, selected PMs
4. Video filming 11/21 All BAs

### **Planned Meetings:**

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

1. PM Document Editing 12/1 All PMs
2. Presentation practice/BA docs 12/2 All BAs and selected PMs
3. Final presentation prep 12/3 All BAs, selected PMs
4. Project Closing 12/3 All PMs and BAs