

Progress Report

Project Team #: Flanagan's Section Team 5

Team Members: Nicholas Robinson, Denisse Silva, John Stewart

Reporting Period From: 01/28/2105 To: 02/06/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Risk Management Plan Draft	02/03/2015	Document First Draft
2. Communications Plan Draft	02/03/2015	Document First Draft
3. Quality Management Plan Draft	02/03/2015	Document First Draft
4. Change Management Plan Draft	02/03/2015	Document First Draft

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Questions for interview #2	02/09/2015	PMs and BAs
2. Scope Document	02/09/2015	Scope Template, PMs and BAs
3. Budget and project schedule	02/09/2015	PMs and BAs and Templates

Work Schedule to begin:

Task Name	Planned Start Date
1. Work on Work-Breakdown Structure	2/08/15
2. JustinMind Prototype	TBD

Project Issues

Descriptions

1. Meeting availability of all the BAs and PMs
2. Communications

Actions

- Schedule a weekly meeting
- Reply emails as soon as possible

Project Risks:

Description

Actions

1. Completing the project before the deadline. Set a schedule to meet the requirements on time.

Meetings

Meeting that have taken place:

Description

Date / Time

Attendees

1. Introductory meeting between BAs and PMs 01/29/2015 5:00pm 3 PMs and 3 BAs
2. Meeting before interview to prepare. 01/28/2015 2:00pm

Planned Meetings:

Description

Date / Time Attendees

1. Exam #1 Prep 2/12/15 - All members of BA/PM group