Progress Report

Project Team #: 2

Team Members: Brooke Hirst and Emily Dryden

Reporting Period   From: 4/12/2015   **To:** 4/18/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
Final Draft of Prototype	4/16/15	BAs finished the final draft of their prototype
Second Draft of Communication Plan	4/15/15	PMs created the second draft of their communication plan
Second Draft of Change Management Plan	4/15/15	PMs created the second draft of their change management plan
Final Draft of Business Rules	4/14/15	BAs finished the final draft of the business rules
Final Draft of Presentation	4/15/15	BAs finished the final draft of the presentation

Work in Progress:

Task Name	Planned End Date	Resources Assigned
Budget and Schedule	4/22/15	• All PMs

		• MIS 3504 Syllabus • MIS 3535 Syllabus
Use Cases	4/22/15	• All BAs
Scenario	4/22/15	• All BAs
Earned Value Diagram	4/22/15	• PMs
Stakeholders List	4/22/15	• PMs

Work Schedule to begin:

Task Name	Planned Start Date
N/A	N/A

Project Issues

Descriptions	Actions
Controlling the triple constraint	PMs need to make sure they control the time, budget, quality, and scope of the project, in order to make it successful.

Project Risks:

Description	Actions
Remaining deliverables may not be completed on time	Weekly meetings with all team members, BAs and PMs to address the WBS and the tasks that need to be completed for the week.

Meetings

Meetings that have taken place:

Description	Date/Time	Attendees
Meet and Greet	1/23/2015 @ 11:30am	2 PMs and 3BAs
Meeting 1 (review interview tactics and questions)	1/28/2015 @ 5pm	1 PM and 3 2BAs
Meeting 2 (review components of good scope)	1/29/2015 @5pm	2 PMs and 3 BAs
Meeting 3 (Project update/ Schedule reviewed)	2/5/2015 @ 5pm	2 PMs and 3 BAs
Meeting 4 (review of interview Questions)	2/12/15 @ 5pm	2 PMs and 5 BAs
Meeting 5 (review of BA's progress)	2/26/15 @ 5pm	2 PMs
Meeting 6 (Check-in WebEx with Flanagan)	3/12/15 @10:15 am	1 PM and 5 BAs
Meeting 7(Project update/brainstorming)	3/12/15 @10:45am	1 PM and 5 BAs
Meeting 8 (Project update/Justinmind training)	3/19/15 @5pm	2 PM and 3 BAs
Meeting 9 (get project update from BAs and review prototypes created)	3/26/2015 @ 5pm	2 PMs and 4 BAs
Meeting 10 (get project update from BAs and review prototypes and other deliverables created)	4/2/2015 @ 5pm	1 PMs and 4 BAs
Meeting 11 (give update to PM who missed the previous meeting and go over deliverables for PMs to complete and revise)	4/3/2015 @ 11am	2 PMs
Meeting 12 (get project update from BAs and review prototypes and other deliverables created)	4/9/2015 @ 5pm	2 PMs and 4 BAs
Meeting 13	4/16/2015 @ 1:30pm	2 PMs and 5 BAs

(get project update from BAs and review prototypes and other deliverables created)		

Planned Meetings:

Description	Date/Time	Attendees
Meeting 14 (get project update from BAs and review prototypes and other deliverables created)	4/24/2015 @ 11am	2 PMs