

Progress Report

Project Team #: 2

Team Members: Brooke Hirst and Emily Dryden

Reporting Period From: 2/8/2015 To: 2/14/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
Change Management Plan	2/12/15	<ul style="list-style-type: none"> • Good Basis for change management plan

Work in Progress:

Task Name	Planned End Date	Resources Assigned
Group Scope	2/19/2015	<ul style="list-style-type: none"> • All BAs • All PMs
Budget and Schedule	4/27/15	<ul style="list-style-type: none"> • PMs • MIS 3504 Syllabus • MIS 3535 Syllabus

Work Schedule to begin:

Task Name	Planned Start Date
PM's List of Stakeholders	2/23/15
PMs' Organized Chart of Team	2/23/15
PMs' RACI Chart	2/23/15

Project Issues

Descriptions	Actions
Narrowing down scope of project	Organize ideas about what should be in the prototype so that we can decide, as a team, where to focus the project.

Project Risks:

Description	Actions
BAs and PMs could lose focus	Weekly meetings conducted with all team members, BAs and PMs to address the WBS and the tasks that need to be completed for the week.
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 (review of Interview Questions)	2/5/2015 @ 5pm	2 PMs and 3 BAs
Meeting 4 (review of interview Questions)	2/12/15 @ 5pm	2 PMs and 5 BAs

Planned Meetings:

Description	Date/Time	Attendees
Meeting 5 (get project update from Bas and edit BAs' consolidated scope)	2/19/2015 @ 5pm	