# Progress Report

**Project Team #:** 2

**Team Members:** Brooke Hirst and Emily Dryden

**Reporting Period    From:** 2/15/2015        **To:** 2/21/2015

**Overall Project Status:**    On Track

## Deliverables:

### Work Completed:

| Task Name | Date Completed | Summary Notes |
|---|---|---|
| Scope Document | 2/19/15 | • BAs completed the group scope and PMs revised it |

### Work in Progress:

| Task Name | Planned End Date | Resources Assigned |
|---|---|---|
| Interview #3 Questions | 2/19/2015 | • All BAs<br>• All PMs |
| Budget and Schedule | 4/27/15 | • PMs<br>• MIS 3504 Syllabus<br>• 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. |
| Interview questions for round three may be too broad to too specific and, therefore, not allow the team to get the information it needs to make high quality deliverables | PMs will review the BAs interview questions and address any weak areas with the BAs before class on Thursday |

## 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) | 2/26/2015 @ 5pm | |