

# Progress Report

Project Team #: 2

Team Members: Brooke Hirst and Emily Dryden

Reporting Period From: 2/22/2015 To: 2/28/2015

Overall Project Status: On Track

## Deliverables:

### Work Completed:

Task Name	Date Completed	Summary Notes
Interview #3	2/26/15	<ul style="list-style-type: none"><li>• BAs completed the final interview</li></ul>
Project Update	2/25/15	<ul style="list-style-type: none"><li>• PMs created and reviewed the project update</li></ul>

### Work in Progress:

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

## Work Schedule to begin:

Task Name	Planned Start Date
PM's List of Stakeholders	2/26/15
PMs' Organized Chart of Team	2/26/15
PMs' RACI Chart	2/26/15
BA's Business Rules	2/26/15
BA's Prototype	2/26/15
BA's Use Cases	2/26/15

## 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
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.
BAs may not understand Justinmind	The PMs will provide BAs will help to make sure they understand the magnitude of what Justinmind can do.
Tasks may not be started over spring break	The BAs need to start learning Justinmind over break so that the project stays on schedule and the PMs need to start the above tasks listed in the "Work Schedule to Begin" section before spring break ends.

## 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
Meeting 5 (review of interview Questions)	2/26/15 @ 5pm	2 PMs and 5 BAs

## Planned Meetings:

Description	Date/Time	Attendees
Meeting 6 (get project update from BAs and go over schedule and problems)	3/12/2015 @ 5pm	