Progress Report

Project Team #: 2

Team Members: Brooke Hirst and Emily Dryden

Reporting Period   From: 3/8/2015   **To:** 3/14/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
Check-in WebEx with Flanagan	3/12/15	We spoke with Flanagan about our unique ideas with regards to the App. We shared about 6 or 7 ideas, and he gave us positive feedback, and points where we could build upon them.

Work in Progress:

Task Name	Planned End Date	Resources Assigned
Budget and Schedule	4/22/15	• All PMs • MIS 3504 Syllabus • MIS 3535 Syllabus
Business Rules	4/22/15	• All BAs
Prototype	4/22/15	• All BAs
Use Cases	4/22/15	• All BAs

Organizational Chart	4/22/15	• PMs
RACI Chart	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.
BAs finding out of class time to meet due to other course's exams and projects	PMs met with BAs collectively and worked out meeting times for upcoming week. PMs also booked breakout rooms for BAs ahead of time, so scheduling was taken care of.

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.

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

Planned Meetings:

Description	Date/Time	Attendees
Meeting 8 (get project update from BAs and review prototypes created)	3/19/2015 @ 5pm	2 PMs and 5 BAs