# Progress Report

## Project Team #: 4

## Team Members: Jordan Hubbard, Evan Tini, Rich Henne

## Reporting Period From: START To: 2/6/15

Overall Project Status: **On Track** / At Risk

## Deliverables: problem statement, project charter, WBS, risk management plan, communications plan, quality management plan and change management plan

### **Work Completed:**

### **Task Name Date Completed Summary Notes**

1. Interview #1 1/28/15 BAs asked good questions
2. WBS Draft 1/26/15 Solid format
3. Risk Management Plan Draft 2/4/15 Needs intro paragraph

### **Work in Progress:**

### **Task Name Planned End Date Resources Assigned**

1. Scope Document (Project End) BA, TA, Professor
2. WBS Final (Project End) PMs
3. Risk Management Plan final (Project End) PMs

### **Work Schedule to begin:**

### **Task Name Planned Start Date**

1. Justinmind tutoring 2/12/15
2. First draft of prototype 2/12/15
3. Refine Scope 2/12/15

## Project Issues

###  **Descriptions Actions**

1. Scope Focus Meeting #2 (narrow focus in scope document)
2. BA lack of JIM knowledge Meeting #2

## Project Risks:

###  **Description Actions**

1. BA Withdraw Motivate team
2. Scope Creep Constantly oversee

## Meetings

### **Meeting that have taken place:**

### **Description Date / Time Attendees**

1. Kick-off Meeting 1/28/15 Jordan, Evan, Kyle, Joe, Rachel, Khaleque
2. Status meeting #1 2/5/15 Jordan, Evan, Rich, Joe, Kyle, Rachel, Khaleque,

Likhitha

### **Planned Meetings:**

### **Description Date / Time**

1. Status Meeting #2 2/12/15
2. Status Meeting #3 2/19/15
3. Status Meeting #4 2/26/15