From: Jane Kraus

Company: PNC Bank

To: Rakesh Maheshwari

Laurel Miller

Subject: Semi-Monthly Status Report

Period: 06/12/17 – 06/23/17

Hours worked to Date: 152 hours

Accomplishments for 06/12/17 – 06/23/17

* I am forming relationships with people on my team and other employees throughout MIS Finance.
* I have an hourly meeting with my boss every week. We have selected a data archiving project that I will work on throughout the summer.
* I have gained access to certain mnemonics in MIS Finance and have continue researching and learning how they work.
* I started to analyze BSA pre-forum results. I am beginning to start to make charts and graphs to represent the survey results.

Goals for 06/26/17 – 07/07/17

* I am going to research the data archiving project and meet with subject matter experts throughout the organization
* Continue analyzing BSA pre-forum survey results and begin to work on the PowerPoint presentation for the day of the BSA forum.
* I will evaluate different project options my manager gave to me and choose an option I would like to work on. The options included assistance with a database upgrade or a business case for an archiving project.
* Continue learning the layout of the organization and meeting different employees. I want to learn as much about PNC as possible and the financial industry.

Issues for 06/12/17 – 06/23/17

* I am having trouble analyzing the pre-forum survey results. I want to represent them clearly and accurately. I am meeting with the BSA forum team next week to ask questions.
* I am having trouble understanding the BSA process at PNC. I need to talk with coworkers and continue reading the Business Analyst Body of Knowledge.