

# Progress Report

Project Team #:5

Team Members: Nicholas Robinson, Denisse Silva, John Stewart

Reporting Period From: 2/21/15 To:2/27/15

Overall Project Status: On Track

## Deliverables:

### Work Completed:

Task Name	Date Completed	Summary Notes
1. Interview # 3	2/26/15	BA's attended final interview
2. Exam 1 recap	2/26/15	BA's gave feedback on their exam
3. Prototype Template	2/26/15	Nick provided BA's a JIM template to help start the process of brainstorming their solution and building the prototype.

### Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. PM final deliverables	4/22/15	PM Team
2. Update of PM Materials	3/09/15	PM Team
3. Recording project task actuals	4/20/15	John Stewart

### Work Schedule to begin:

Task Name	Planned Start Date
1. BA's Brainstorming ideas	3/09/15
2. Development of Prototype	2/27/15
3. BA's Draft Project Business Rules	2/27/15

## Project Issues

Descriptions	Actions
1. Communication	One BA continues to not make contact with the PM's he did however make contact within the team of BA's.

### Project Risks:

Description	Actions
1. BA's available Time	Increase sense of urgency by relating to previous experience.
2. BA's buy-in	Improve interpersonal relationship to increase project buy-in.

### Meetings

#### Meeting that have taken place:

Description	Date / Time	Attendees
1. Interview/Project Update	2/26/15	All PM's, Karan, Theo, Mike

#### Planned Meetings:

Description	Date / Time	Attendees
1. After Break regroup	3/12/15	All PM's, and BA's