

Progress Report

Project Team #: 7

Team Members: : Nick Robinson, Denisse Silva, John Stewart

Reporting Period From: 3/16/15 To: 3/20/15

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Edited Budget	3/18/15	Nick edited team's budget

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Assigning Tasks	3/27/15	PM's to BA's
2. Brainstorming ideas	3/18/15	BA's

Work Schedule to begin:

Task Name	Planned Start Date
1. Use Cases Draft	3/26/15
2. Scenario Draft	3/26/15

Project Issues

Descriptions	Actions
1. Communication	One business analyst has still failed to communicate with PM's
2. Project Lax	Some business analyst don't realize the amount of project work.

Project Risks:

Description	Actions
1. Lack of meeting interest.	Try different methods of communicating with BA's.

- 2. Time Time is running out have to apply sense of urgency to BA's

Meetings

Meeting that have taken place:

- | Description | Date / Time | Attendees |
|---|-------------|-----------|
| 1. Met with some of the BA's on 3/19/15. Wanted to assign remaining project task to individual BA's for accountability but not all showed up. | | |

Planned Meetings:

- | Description | Date / Time | Attendees |
|------------------|-------------|-----------|
| 1. BA Meeting | 3/20/15 | TBD |
| 2. Group Meeting | 3/26/15 | TBD |