

Progress Report

Project Team #:5

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

Reporting Period From: 4/03/15 To: 4/10/15

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Prototype Revisions	4/07/15	Karan revised team's prototype
2. Risk Management Draft	4/06/15	Nick Drafted Risk Management Plan

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. BA Final Deliverables	4/20/15	BA's
2. PM Final Deliverables	4/20/15	PM's

Work Schedule to begin:

Task Name	Planned Start Date
1. Change Management Draft	4/13/15

Project Issues

Descriptions	Actions
1. Communication	One business analyst has not come to any group meetings.

Project Risks:

Description	Actions
1. BA not passing course.	Try to communicate severity of lack of attendance of group meetings and participation grade to BA not contributing.

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees
1. Met with some of the BA's on 4/07/15. Went over revised prototype and draft risk management plan as well as final deliverables.		

Planned Meetings:

Description	Date / Time	Attendees
1. BA Meeting	4/16/15	TBD
2. Group Meeting	4/16/15	TBD