

Progress Report

Project Team #: 3

Team Members: Matt Johnson, Chris Nocella, Trang Nguyen

Reporting Period From: 1/31/2015 To:2/6/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. 1 st Draft Change Mgmt Plan	2/3/15	Rough Draft/Written by Trang
2. 1 st Draft Risk Mgmt Plan	2/3/15	Rough Draft/Written by Chris
3. 1 st Draft Communications Plan	2/3/15	Rough Draft/Written by Matt

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. BA's individual Scopes	2/8/15	All BA's with help from PM's when needed
2. BA's questions for interview 2	2/8/15	See above

Work Schedule to begin:

Task Name	Planned Start Date
1. BA's JIM Prototype	ASAP
2. 2 nd Draft of Project Statement	ASAP

Project Issues

Descriptions	Actions
1. A meeting time to fit all PMs and Bas schedules	The use of Doodle to find times that fit well
2. No further issues at this time	

Project Risks:

Description	Actions
1. Not completing the project in time	Weekly meetings to keep everyone on track
2. BA scope creep	Guidance from their experience PMs

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees
1. PM Meet & Greet	1/21/15 4pm	All PMs attended
2. Meet & Greet	1/30/15 4pm	All PMs and Bas were in attendance

Planned Meetings:

Description	Date / Time	Attendees
1. PM meeting	2/6/15 3:50pm	All PMs will be attending
2. PM & BA meeting	2/8/15 6:30pm	All PMs and BAs will be attending
3.		