

Progress Report

Project Team #: 3

Team Members: Chris Nocella, Matt Johnson, Trang Nguyen, Ashley Lombardo, Ben Kates, Jimmy D, Leigh Mc Kenzie, Peter Hwang

Reporting Period From: February 28, 2015 To: March 6, 2015

Overall Project Status: On Track

Deliverables: Scope Document

Work Completed:

Task Name	Date Completed	Summary Notes
1. Project scope	February 28, 2015	Made tweaks and fixes to project scope

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. JIM	March 12,2015	Collaboration of all BAs
2. Spring Break	Mar. 1- Mar. 6	BAs are on schedule time for a breather!

Work Schedule to begin:

Task Name	Planned Start Date
1. Prototype	February 28,2015

Project Issues

Descriptions	Actions
1. Software	Making sure no BAs update their JIM version
2. Info from interviews	Clear up by sending follow up questions to Moustafellos for TU press employees

Project Risks:

Description	Actions
1. Prototype not completed	Stay on our BAs and make sure they stay on schedule

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees
1. Meeting Before Break	February 28	PMs and BAs

Planned Meetings:

Description	Date / Time	Attendees
1. Weekly Meeting	March 11 th	All PMs and BAs