

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: March 22, 2015 To: February 27, 2015

Overall Project Status: On Track

Deliverables: Scope Document

Work Completed:

Task Name	Date Completed	Summary Notes
1. Project scope	March 28, 2015	Finalized scope doc. Bas had a meeting On March 24 th to finish the scope. They upload the scope to drive and PM helped them to fix scope.

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Project Scope	N/A	Peter and Ashley with PMs
2. JIM	February 28,2015	All BAs and PMs consultation
3. Organizational chart	4/23/2015	All PMs
4. RACI chart	4/23/2015	All PMs
5. Business Rules	4/02/2015	All BAs and PMs consultation

Project Issues

Descriptions	Actions
1. Software	Make sure that all BAs have same version of JIM
2.Controlling time and budget	BAs don't remember how much time they spend on the project. Therefore, it is hard for PMS to keep track of budget.

Project Risks:

Description	Actions
1. Software	If all members do not have same version, issues can arise

2. JIM Schedule

PMs helped BAs to understand JIM.

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees
1. Weekly Meeting	March 22 nd	All BAs and PMs

Planned Meetings:

Description	Date / Time	Attendees
1. Weekly Meeting	March 28 th	All PMs and BAs