

Progress Report

Project Team #: Flanagan 2

Team Members: Michael Paszkiewicz, Woo Lee, Andrew Rudoj

Reporting Period From: 03/15/2015 To: 03/20/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
1. Team Roles	03/15/2015	Key roles for personas, schemas,
2. Initiating the JIM project	3/19/2015	
3. Interview three	02/26/2015	Made questions and attended

Work in Progress:

Task Name	Planned End Date	Resources Assigned
1. Revised Budget	03/13/2015	All PMs Members
2. First Draft prototype	03/25/2015	BAs
3. Initial design	03/25/2015	All
4. Brainstorming Sessions	03/25/2015	All

Work Schedule to begin:

Task Name	Planned Start Date
1. Make scenarios	3/23/2015
2. JIM Help sessions	3/23/2015
3. Swim lanes	3/23/2015

Project Issues

Descriptions

1. Arranging meeting times
2. Impending workload

Actions

- Need to get full team out each week
- Share PM resources to show what's in store

Project Risks:

Description

1. **Class withdrawal**
2. Deliverables Communication

Actions

- Reassign roles and tasks
- Keep up to date to avoid communication

Meetings

Meeting that have taken place:

Description	Date / Time	Attendees
1. Weekly Group Meeting	03/17/2015	All Group Members
2. PM Meeting	3/19/2015	PMs
3. BA Meeting	03/19/2015	Business Analysts

Planned Meetings:

Description	Date / Time	Attendees
1. Weekly Group Meeting	03/23/2015	All Group Members
2. PM Meeting	3/25/2015	PMs
3. BA Meeting	03/25/2015	Business Analysts