Progress Report

Project Team #: Flanagan 6

Team Members: Horatio Thomas & Andrew Doumith

Reporting Period From: 2/06/15 To: 2/13/15

Overall Project Status: On Track

Deliverables:

**Work Completed:**

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Date Completed</th>
<th>Summary Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Team Scope Document Creation</td>
<td>2/11/15</td>
<td></td>
</tr>
<tr>
<td>2. Team Scope Document Review</td>
<td>2/13/15</td>
<td></td>
</tr>
<tr>
<td>3. Interview #2</td>
<td>2/12/15</td>
<td></td>
</tr>
</tbody>
</table>

**Work in Progress:**

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Planned End Date</th>
<th>Resources Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Corrections to Scope Document</td>
<td>2/18/15</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Work Schedule to begin:**

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Planned Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of Correction Scope</td>
<td>2/20/15</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Project Issues

<table>
<thead>
<tr>
<th>Descriptions</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lack of BA Involvement</td>
<td>Wait &amp; see if involvement increases.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>
**Project Risks:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BAs fail the first exam and drop the class</td>
<td>Make sure they’re prepared for the exam.</td>
</tr>
<tr>
<td>2. Missing deliverables</td>
<td>Create checkpoints for deliverables.</td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

**Meetings**

**Meeting that have taken place:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date / Time Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interview Prep.</td>
<td>1/28/15 – 2 PMs &amp; 3 BAs in attendance</td>
</tr>
<tr>
<td>2. Task Scheduling</td>
<td>2/6/15 – 2 PMs &amp; 4 BAs in attendance</td>
</tr>
<tr>
<td>3. Review of Scope Document</td>
<td>2/13/15 – 2 PMs &amp; 2 BAs in attendance</td>
</tr>
</tbody>
</table>

**Planned Meetings:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date / Time Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Team Scope Document Second Review</td>
<td>2/20/15 All PMs &amp; BAs</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>