# Progress Report

## Project Team #: 3

## Team Members: Chris Nocella, Matt Johnson, Trang Nguyen

## Reporting Period From: March 15, 2015 To: March 21, 2015

Overall Project Status: On Track

## Deliverables: Scope Document

### **Work Completed:**

### **Task Name Date Completed Summary Notes**

1. Training Jusinmind 03/15/2015 Chris helped BAs to understand how to

 Shared work among members using

 Justinmind. PMs answered all questions about Justinmind.

### **Work in Progress:**

### **Task Name Planned End Date Resources Assigned**

1. Finishing scope N/A Peter and Ashley are assigned to work

(Trang help BAs with scope)

1. Prototyping JIM N/A All BAS.(Matt gave BAs some advises

About prototype)

1. Organizational chart 4/23/2015 All PMs
2. RACI chart 4/23/2015 All PMs

### **Work Schedule to begin:**

### **Task Name Planned Start Date**

1. Business Rules 03/24/2015

## Project Issues

###  **Descriptions Actions**

1. Software Make sure that all BAs have same version of JIM. BAs still have

Different versions of JIM.

1. 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 busget.

## Project Risks:

###  **Description Actions**

1. Software If all members do not have same version, issues can arise
2. JIM may not be PMs helped BAs to understand JIM.

Finished on time

## Meetings

### **Meeting that have taken place:**

### **Description Date / Time Attendees**

1. Weekly Meeting February 15th – All PMs and BAs

### **Planned Meetings:**

### **Description Date / Time Attendees**

1. Weekly Meeting February 23th – All PMs and BAs