**Stage Progress Report No: 1**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 03/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton  Jordan  Carl | Creating a contract for each member of the project team to sign and uphold throughout the duration of the project. | Completed | 1 Hour | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Risk assessment analysis | 24/03/16 | | Clayton | Gantt Chart showing milestones and deliverables | 17/03/16 | | Carl | Scope tables | 17/03/16 | | Carl | SWOT analysis of ICT in the AFL | 24/03/16 | | Jordan | Stakeholder analysis | 24/03/16 | | Jordan | WBS and WBS dictionary | 17/03/16 | |
| **What’s going well and why:**  We all had made it to the first meeting of the project group. Card had arrived slightly later than Clayton and Jordan, but an email was sent about the late arrival the previous night. |
| **What’s not going well and why:** |

**Stage Progress Report No: 2**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 10/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton  Jordan  Carl | Confirm our roles within the project and discuss each of our tasks we had assigned to ourselves | Completed | 1 Hour | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Risk assessment analysis | 24/03/16 | | Clayton | Gantt Chart showing milestones and deliverables | 17/03/16 | | Carl | Scope tables | 17/03/16 | | Carl | SWOT analysis of ICT in the AFL | 24/03/16 | | Jordan | Stakeholder analysis | 24/03/16 | | Jordan | WBS and WBS dictionary | 17/03/16 | |
| **What’s going well and why:**  We all seem to be confident in our ability to complete the assignment with as much time as we had, as well as doing it in a professional manner. We all provide support to one another and seem to communicate efficiently. |
| **What’s not going well and why:**  When we are not having a weekly meeting, there seems to be a lack of updates and communication between one another, so we only find out what other members have accomplished within the week at a certain point once a week. |

**Stage Progress Report No: 3**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 17/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Not Completed | 168 Hours | | Jordan | WBS and WBS dictionary | Not Complete | 168 Hours | | Carl | Scope tables | Not Complete | 168 Hours | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | WBS and WBS dictionary | 24/03/16 | | Clayton | Gantt Chart showing milestones and deliverables | 31/03/16 | | Carl | SWOT analysis of ICT in the AFL | 31/03/16 | | Jordan | Stakeholder analysis | 24/03/16 | | Jordan | Risk assessment analysis | 31/03/16 | |
| **What’s going well and why:**  Carl had completed most of his scope tables, as he was comfortable with his tasks selected for him. We also all showed up to our weekly meeting on time and had a full hour to discuss the project’s progress. |
| **What’s not going well and why:**  Clayton had difficulty creating his Gantt chart, as he needed to have the WBS completed before creating the Gantt chart. Instead of relying on Jordan to create the WBS before progressing, Clayton had requested that they swap tasks. As a result of this their tasks were not complete that week. |

**Stage Progress Report No: 4**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 24/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | WBS and WBS dictionary | Not Completed | 336 Hours | | Jordan | Stakeholder analysis | Not Complete | 336 Hours | | Carl | Scope tables | Complete | 336 Hours | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Gantt Chart showing milestones and deliverables | 31/03/16 | | Carl | SWOT analysis of ICT in the AFL | 31/03/16 | | Jordan | Risk assessment analysis | 31/03/16 | |
| **What’s going well and why:**  Carl had completed his scope tables, and was able to progress with the assignment. We also all showed up to our weekly meeting on time and had a full hour to discuss the project’s progress. |
| **What’s not going well and why:**  Carl and Clayton had taken longer than expected to progress with the assignment. Due to this they have started to reduce the length of time they had to finalize the project and request opinions from the lecturer. |

**Stage Progress Report No: 5**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 31/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | WBS and WBS dictionary | Completed | 504 Hours | | Jordan | Stakeholder analysis | Complete | 504 Hours | | Carl | SWOT analysis of ICT in the AFL | Not Complete | 168 Hours | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Gantt Chart showing milestones and deliverables | 14/03/16 | | Jordan | Risk assessment analysis | 14/03/16 | |
| **What’s going well and why:**  Carl and Clayton have been able to complete their task, and are able to progress with the project. Carl has also completed a large portion of the SWOT analysis. We had also thought it was appropriate to keep each other updated through email, as weekly meetings were no longer necessary |
| **What’s not going well and why:**  Carl had missed the meeting due to a faulty alarm, although his absence was a minor problem as he was ahead of Clayton and Carl. |

**Stage Progress Report No: 5**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 07/04/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Not  Completed | 168 Hours | | Jordan | Risk assessment analysis | Not  Complete | 168 Hours | | Carl | SWOT analysis of ICT in the AFL | Not Complete | 336 Hours | |
| **What’s going well and why:**  Everyone is making solid progress on their assignment, we are all still a bit off of the originally planned schedule but it’s assured that the tasks will be complete before the project’s due date. |
| **What’s not going well and why:**  There seems to be a lack of communication, as we all had hoped to have frequent updates on each other’s progress, at this point we are only giving updates once every 4-6 days. |

**Stage Progress Report No: 7**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 14/04/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Not  Completed | 336 Hours | | Jordan | Risk assessment analysis | Not  Complete | 336 Hours | | Carl | SWOT analysis of ICT in the AFL | Not Complete | 504 Hours | |
| **What’s going well and why:**  Slightly more progress than the previous week, and we’ve finally started to effectively and frequently communicate between one another. |
| **What’s not going well and why:**  Everyone is behind the project severely, personal tasks and the workplace has begun to distract the project team from their original tasks, but a quick reminder that the project due date is slowly present has given the project members motivation to prevent themselves from becoming distracted. |

**Stage Progress Report No: 8**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 21/04/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Completed | 504 Hours | | Jordan | Risk assessment analysis | Complete | 504 Hours | | Carl | SWOT analysis of ICT in the AFL | Complete | 672 Hours | |
| **What’s going well and why:**  We have all finished our tasks of the project, and we’re preparing it for submission on 22/04/16. Jordan has offered to prepare the final project submission, and we’re all reviewing each other’s work to correct any errors that have occurred within theirs given tasks. We had met on 17/04/16 for a face to face discussion on each other’s tasks and opinions; this also helped create more appropriately crafted tasks for the project. |
| **What’s not going well and why:**  We have not had enough time to ask for inputs and opinions from the lecturer, due to a lack of time management. |