

System Analysis and Design Project – Weekly Status Report

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Project: AB Staffing System Redesign

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Reporting Period: Week 3 (Analysis Phase)

Project Summary

The AB Staffing System Redesign project aims to modernize the agency's outdated scheduling and applicant tracking system. Our team is currently in the analysis phase, working to identify system requirements and document user needs.

Activities Completed This Week

- Conducted interviews with hiring managers and schedulers
- Collected current workflow documentation and use case samples
- Drafted initial process diagrams using Lucidchart
- Started compiling system requirements specification (SRS) document

Challenges and Risks

- Some scheduling staff expressed uncertainty about system changes
- Delays in accessing legacy system logs may impact timeline

Next Steps

- Finalize stakeholder requirement sign-offs
- Begin modeling system processes with UML diagrams
- Schedule a walkthrough session to confirm design logic

Reflection on Writing Skills

This report reflects my ability to track and communicate technical progress in a structured format. It illustrates my skills in summarizing complex processes, identifying key risks, and presenting action plans in a professional tone appropriate for project stakeholders.