

Project Name: Address Linkage Key Tool  
Report Date: 3/28/2021

Deliverable	Tasks	Complete%	Current Status Memo	Assigned To	Milestone #1				Milestone #2				Milestone #3		Final Project Package	
					01/31	02/07	02/14	02/21	02/28	03/07	03/14	03/21	03/28	04/04	04/11	04/18
Project Kickoff	Project kickoff meeting with project owners.	100%		All	1											
	Project Plan and Gantt Chart	100%		All	6											
	Create project website	100%		Saritha, Kat M.	10											
Setup and Research	Review resources: USPS Publication 28 and CASS Technical Guide	100%		All		12										
	Local application/Git install	100%		All		8										
	Local Environment setup			All			5									
	Remote development environment and GitLab account setup	100%		Warren S.		8										
	Test access	100%		All		2										
	Update Project Website	100%		Saritha				5								
	Milestone # 1 Meeting	100%		All				1								
	Documentation/Report	100%		Saritha, Byron, Kat M., Kat G.			5	8								
Minimally Viable Product	Create a tool that separates the house number from the address_line_1 field.	100%		Kat G.					2	2						
	Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rules #1 and 12, General Rule and Numeric Street Names.	100%		Saritha, Byron, Kat G.			8		10	10						
	Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rule #5, Trailing Alphas.	100%		Saritha						10						
	Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rule #8, Leading and Embedded Alphas.	80%	In Testing	Byron						10	10					
	Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rule #10, Other Embedded Symbols.	100%		Kat M.						10						
	Create a tool that adds a leading zero to single digit dpc values. CASS guide Rule #3.	100%		Kat G.						5	5	2				
	Testing	95%	Rule 8 still in testing	All					8	8	8	8				
	Update Project Website	0%		Saritha								5				
	Milestone #2 Meeting	0%		All								1				
	Documentation/Report	0%		Saritha, Kat M., Byron, Kat G.								8				
Product Enhancement	Create a tool that assigns a dpc for addresses with PO Boxes, RR numbers or HC numbers.	0%		All								10	10		10	
	Create a tool that assigns a dpc for addresses with a secondary address component.	0%		All								10	10		10	
	Create a tool that assigns a dpc for any addresses that do not already have a dpc assigned, CASS guide Rules #2, 7, 9, and 13.	90%	In Place, just need to make sure this is the next to last function applied.	Kat G./Byron						10	10	5				
	Continuous Integration/Continuous Delivery setup	50%		Warren S.						5	5	5				
	Testing	0%		All								8	8		8	
	Update Project Website	0%		Saritha									5			
	Milestone #3 Meeting	0%		All									1			
	Documentation/Report	0%		Saritha, Kat M.							5	5	8		5	
Final Report	Prepare Final Report	0%		All											10	
	Prepare for Presentations and Videos	0%		All											10	
	Record Project Presentation	0%		All											2	
	Record Project Short Video	0%		All											2	
	Final Project Package Meeting	0%		All												1
	Final Project Package	0%		All												15
Total workload					17	30	10	22	20	35	48	54	43	42	57	16

Legend	
Planned	2
Delayed	1
Number	Workload: man hour