

Project Name: Address Linkage Key
Report Date: 2/7/2021

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	0%		All		12										
	Local application/Git install	0%		All		8										
	Development environment and account setup	0%		Warren S.		8										
	Test access	0%		All		2										
	Update Project Website	0%		Saritha, Kat M.				5								
	Milestone # 1 Meeting	0%		All				1								
	Documentation/Report	0%		Saritha			5	8								
Minimally Viable Product	Compute delivery point given a clean, properly formatted address.	0%		All			10	10								
	Compute delivery point given a ZIP and ZIP+4 appended.	0%		All				10	10							
	Compute delivery point given a dataset which contains high-rise addresses.	0%		All					10	10						
	Testing	0%		All					5	5	5					
	Update Project Website	0%		Saritha, Kat M.								5				
	Milestone #2 Meeting	0%		All								1				
	Documentation/Report	0%		Saritha					5	5	5	8				
Product Optimization	Optimize the tool(s) to compute delivery point code of a given address(unclean, improperly formatted).	0%		All							20	15	10			
	Testing	0%		All								5	5			
Product Enhancement	Enhance tool to predict whether dataset contains specific types of delivery points (e.g. high-rise building).	0%		All									20	15	10	
	Testing	0%		All										5	5	
	Update Project Website	0%		Saritha, Kat M.												
	Milestone #3 Meeting	0%		All										1		
	Documentation/Report	0%		Saritha							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	15	34	30	20	30	39	40	34	44	16

Legend	
Planned	2
Delayed	1
Number	Workload: man hour