

Project Name: Address Linkage Key Tool
Report Date: 2/28/2021

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. Project Plan and Gantt Chart Create project website	100% 100% 100%		All All Saritha, Kat M.	1 6 10											
Setup and Research	Review resources: USPS Publication 28 and CASS Technical Guide Local application/Git install Local Environment setup Remote development environment and GitLab account setup Test access Update Project Website Milestone # 1 Meeting Documentation Report	 100% 100% 100% 100% 100% 100% 100%		All All All Warren S. All Saritha All Saritha, Byron, Kat M.		12 8	5	8 2								
Minimally Viable Product	Create a tool that separates the house number from the address_line_1 field. 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. Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rule #5, Trailing Alphas. Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rule #8, Leading and Embedded Alphas. Create a tool that assigns a dpc for addresses that meet the formatting of the CASS guide Rule #10, Other Embedded Symbols. Testing Update Project Website Milestone #2 Meeting Documentation Report	100% 100% 100% 100% 100% 100% 100%		Kat G. Saritha Saritha Byron Kat M. All Saritha All Saritha, Kat M., Byron				10								
Product Enhancement	Create a tool that assigns a dpc for addresses with PO Boxes, RR numbers or HC numbers. Create a tool that assigns a dpc2 for secondary addresses that are strictly numeric. Create a tool that assigns a dpc2 for secondary addresses that are strictly letters. Create a tool that assigns a dpc2 for secondary addresses with trailing alpha characters. Create a tool that assigns a dpc2 for secondary addresses with trailing numeric characters. Create a tool that adds a leading zero to single digit dpc values. CASS guide Rule #3. 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. Create a tool that calculates the Delivery Point Check Digit. Testing Update Project Website Milestone #3 Meeting Documentation Report	100% 100% 50% 100% 100% 0% 0% 0% 0%		Kat G. Kat M. Kat M. Byron Byron Kat G. All Saritha All Saritha All Saritha, Kat M.								10 10 10 10 5 5 5 1 8	10 10 5 5 5 8 5			
Final Report	Prepare Final Report Prepare for Presentations and Videos Record Project Presentation Record Project Short Video Final Project Package Meeting Final Project Package	0% 0% 0% 0% 0%		All All All All All All											10 2 2 1 15	
Total workload					17	30	10	34	15	15	15	34	30	44	34	16

Legend	
Planned	2
Delayed	1
Number	Workload: man hour