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

Deliverable	Tasks	Complete%	Current Status Memo	Assigned To	Milestone #1 01/31	02/07	02/14	02/21	Milestone #2 02/28	03/07	03/14	03/21	Milestone #3 03/28	04/04	Final Project Package 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	Create a tool or tools to compute the delivery point of a given address(clean, properly formatted)	0%		All			10	10								
	Optimize tool(s) to compute the delivery point of a given address(dirty, improperly formatted)	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 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.										5		
	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		**274**			17	30	15	34	20	10	10	19	25	34	44	16

Legend

Planned	2	
Delayed	1	
Number	Workload: man hour	