

PROJECT STATUS REPORT

Client: **Broadridge Financial Solutions**
 Project: **Broadridge Financial - 15C Enhancements**

STATUS WEEK ENDING: 05-9-21

PROJECT BASICS

ID: **P43292**
 Start Date: **04-19-21**
 End Date: **06-30-21**
 SOW Number: **96.1**

PROJECT HEALTH COMMENTS

Budget:
Schedule:
Scope:
Delivery & Quality:
Client Resources:
Value:

EXECUTIVE SUMMARY

Project health and all metrics are currently green. Continued reviewing project documentation, setting up work stations and reviewing code. Held demos, began estimation and assignment of Magenics stories for Sprint 64. Credentials for 2 outstanding resources received from Broadridge, we are now working with Help Desk on expired passwords and final setup of VPN/VDS. Delivery is expected to begin as scheduled for Sprint 64 for delivery of 27 committed story points.

PROJECT HEALTH

Overall	THIS WEEK	LAST WEEK
Budget:	●	●
Schedule:	●	●
Scope:	●	●
Delivery & Quality:	●	●
Client Resources:	●	●
Value:	●	●



(a) Status Summary

Key Accomplishments and Progress for This Period
<ul style="list-style-type: none"> Finalized credentials and access for remaining resources Completed initial review of existing code, documentation, and upcoming stories for development Conducted feature demos with Broadridge tech leads Planned for Sprint 64 commit and began delivery of 27 committed story points
Planned Accomplishments and Progress for Next Period
<ul style="list-style-type: none"> Continue delivery for committed Sprint 64 stories Continue architecture collaboration and documentation Begin QA test case creation and execution for Sprint 64 stories Complete and deliver Sprint 64 commit doc
Key Risks, Issues, and Other Discussion Topics
<ul style="list-style-type: none"> Pablo continuing to work through access issues for VM, etc

(b) Issues

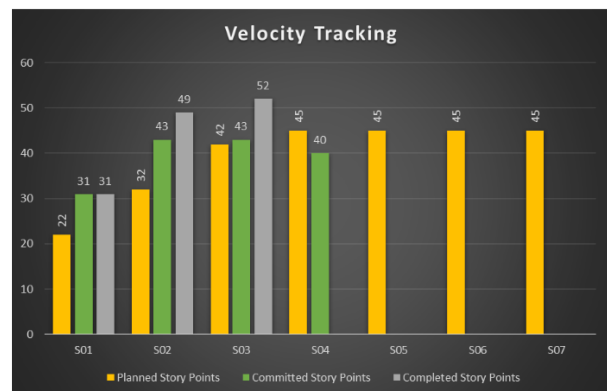
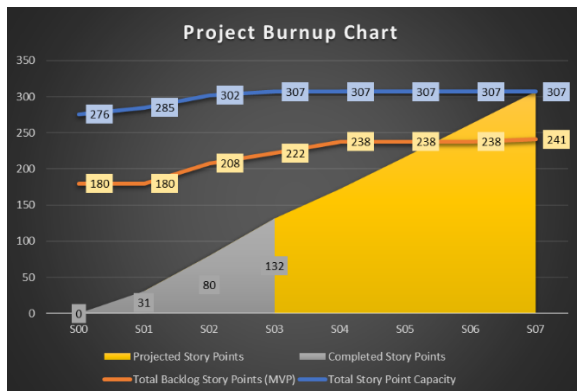
Issue #	Owner	Description	Corrective Actions, Duration and Status
1	Guillermo	Pablo facing challenges with setup of VM	Working with help desk and BR leads to resolve

(c) Risks

Risk #	Owner	Description	Prob (1-5)	Impact (1-5)	Weight (P×I)	Status of Mitigation, Duration and Contingency Plans
None						

(d) Tracking Charts

Sample tracking charts:



(e) Key Milestones

Milestone	Originally Expected Completion Date	Projected or Actual Completion Date	Status
Sprint 64 start	5/7/21	5/11/21	Pending

Project Conclusion	6/30/21		On Track
--------------------	---------	--	----------

Section 1.02 Status Detail

(a) Work Completed During Reporting Period

- Finalized credentials and access for remaining resources
 - Pablo is working through password, VPN, and VM issues with help desk
- Completed initial review of existing code, documentation, and upcoming stories for development
- Planned **Sprint 64** and began delivery of 27 story points as committed
 - CR-10035 (3 pts)
 - CR-10036 (8 pts)
 - CR-10037 (8 pts)
 - CR-10038 (8 pts)

(b) Targeted Upcoming Work Plans

- Continue delivery for **Sprint 64** commitments
 - Complete CR-10035 (3 pts)
 - Continue CR-10036 (8 pts)
 - Continue CR-10037 (8 pts)
 - Continue CR-10038 (8 pts)
- Continue to review existing code and stories for future development
- Begin creating and executing test cases
 - QA team is waiting on PL/SQL installation

(c) Action Items

Action Item #	Owner	Description	Date Assigned	Issue History	Status
1	Chris A	Credentials for Jeff/Pablo	4/30	Creds obtained, access pending for Pablo	In progress

(d) Decisions Made

Date	Decision Maker	Decision	Impact
None			

Section 1.03 Staff Schedule

(a) Daily Schedule

Team Member	Monday	Tuesday	Wednesday	Thursday	Friday
Eleah Faye Bustonera	8	8	8	Holiday	8
Eric Schmuecker	8	8	8	8	8
Gian Carlo Silaran	8	8	8	Holiday	8
Jeff Carter	8	8	8	8	8
John Lorenz Abuan	8	8	8	Holiday	8



Pablo Parets	8	8	8	8	8
Ronaldo Madrid	8	8	8	Holiday	8

Section 1.04 Team Holidays and Planned Dates of Unavailability

Date	Holiday or PTO	Team(s) or Team Member(s) Impacted
5/13	Eid'l Fitir	Magenic Manila
5/24	Holiday	Pablo Parets
5/25	Holiday	Pablo Parets
5/26	PTO	Eric Schmuecker
5/24-5/28	PTO	Ryan Swift
5/31	Memorial Day	Magenic US
6/21	Holiday	Pablo Parets

Section 1.05 Change Order Log

(a) Approved Change Orders

Change Order	Approval Date	Description
Original SOW	4/13/21	Engages Magenics through 6/30
CO1	4/20/21	Rate/Resource adjustment