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| CRM Project – Team Delta Status Report | Overall Status: **On Track** |

# **Project Name:** Chicago hopes for kids

February 15, 2017

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| Status Code Legend |  |
| * Completed | * High Risk: At risk, with a high risk of going off track |
| * Pending: Still in process but will not affect track | * Needs Urgency: Falling completely off track |

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| The project is **On Track** the week of 2/1/2017 - 2/8/2017, due to the following: 2/15/2017 | * Imported and edited all GNP volunteer accounts and information onto Neon. * Worked on finishing up the features on the product backlog. * Created GNP Test Plan * Finished File Attachment feature. * Updated Test Plan and Product Backlog * Finished training material on how to add/Delete accounts in Neon. |
| Issues: | * We currently don’t have any issues. |
| Milestones accomplished the week of 2/8/2017 - 2/14/2017: | * Team leader assigned each of us a task that we needed to complete * We also finished up some of the features from the product backlog. * Updated our Test Plan document. * Started writing our training documents |
| Milestones planned this week, but not achieved with variance: | * Email System and email all fields - Currently in progress * Timesheets and pie graph - Currently in progress |
| Milestones planned for next week: | * Look over and update the training module. * Finish left over training material * Configure Emailing System |
| Areas/questions for discussion: | Divide the work for next week’s tasks.  Possibly update more of the features on our product backlog. |
| Last week’s issues forwarded to this week: | N/A at this moment. |