**IT Project Management Spring 2025
Lab Assignment**

Submitted by:
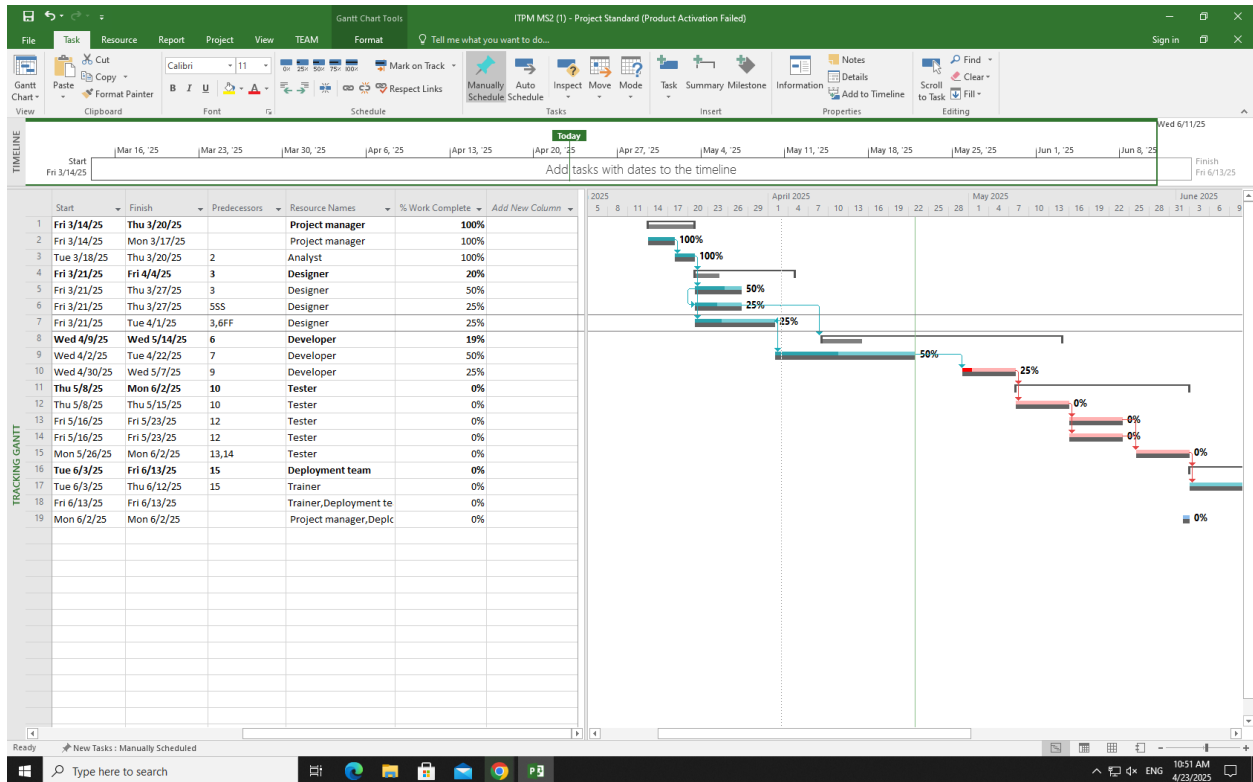
Jomana El khatib	58-4193
Youmna Labib	58-15205
Dana Tamer	58-4838
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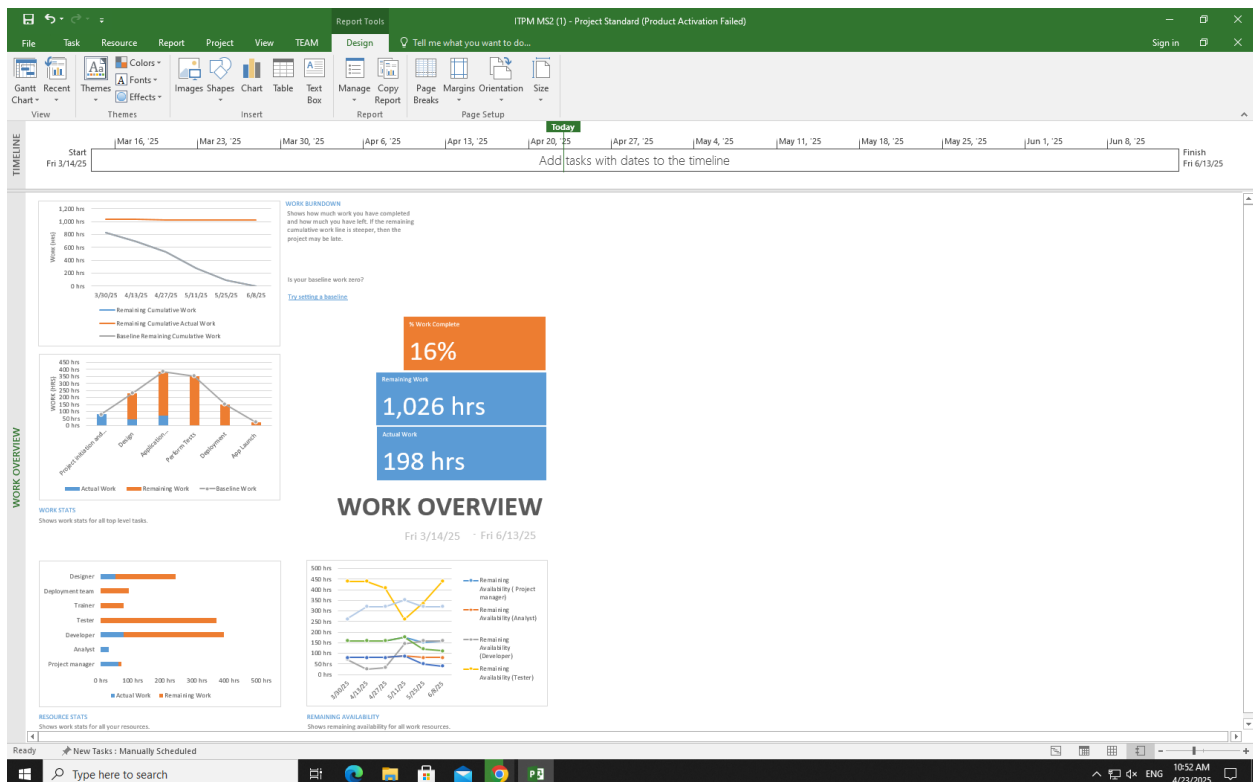**Business Informatics (T.13)**
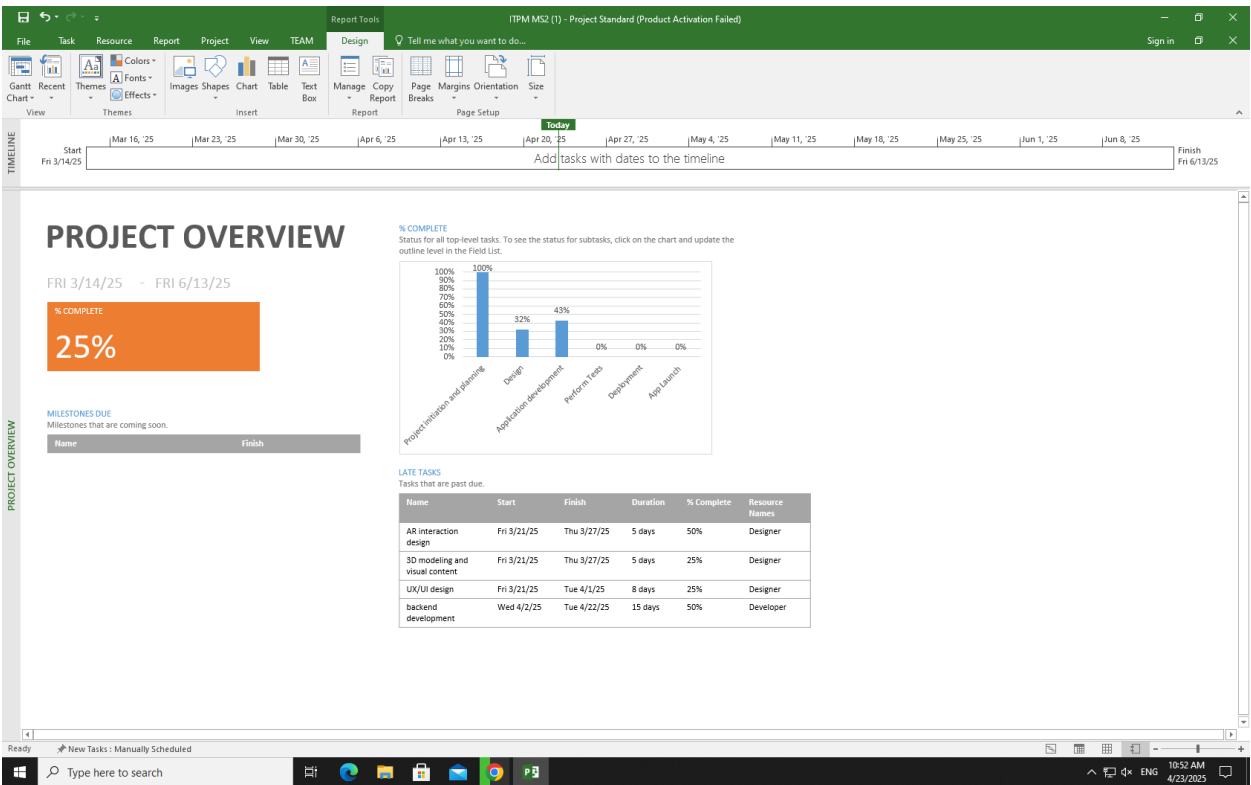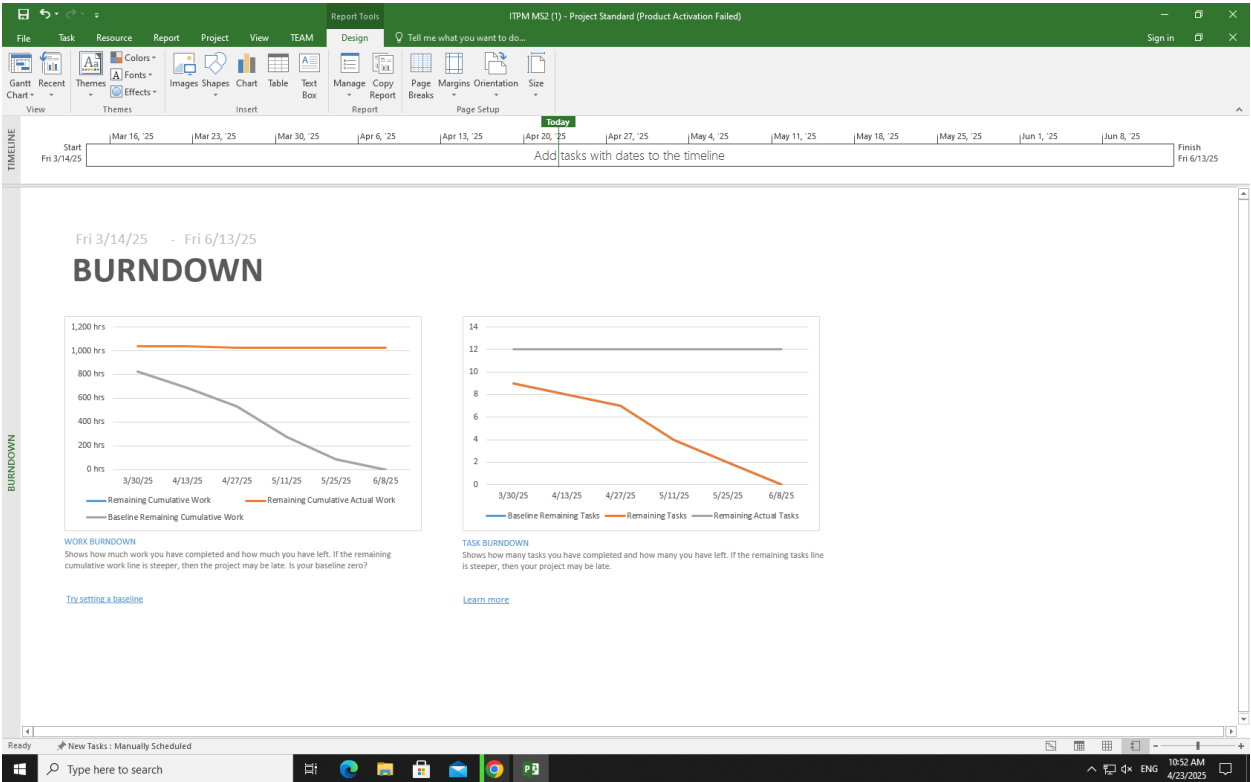
TA
Farida Waleed

Submission Date:
24/4/2025

Step 1: Setting a Baseline

Step 2: Tracking Progress

Step 3: Viewing the Tracking Gantt Chart

The first screenshot shows the BURNDOWN report with Work Burndown and Task Burndown charts.

BURNDOWN

Fri 3/14/25 - Fri 6/13/25

WORK BURNDOWN
Shows how much work you have completed and how much you have left. If the remaining cumulative work line is steeper, then the project may be late. Is your baseline zero?

Try setting a baseline

TASK BURNDOWN
Shows how many tasks you have completed and how many you have left. If the remaining tasks line is steeper, then your project may be late.

Learn more

The second screenshot shows the PROJECT OVERVIEW report.

PROJECT OVERVIEW

FRI 3/14/25 - FRI 6/13/25

% COMPLETE
25%

MILESTONES DUE
Milestones that are coming soon.

Name	Finish

% COMPLETE
Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.

LATE TASKS
Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
AR interaction design	Fri 3/21/25	Thu 3/27/25	5 days	50%	Designer
3D modeling and visual content	Fri 3/21/25	Thu 3/27/25	5 days	25%	Designer
UX/UI design	Fri 3/21/25	Tue 4/1/25	8 days	25%	Designer
backend development	Wed 4/2/25	Tue 4/22/25	15 days	50%	Developer

Step 4: Generating Reports