

Weekly Report for Week Ending May 1st (Report 14)

John Deere

Jordan Meidinger

Jayden Rosenau

Anna Carlson

Wyly Andrews

Status Summary

- Progress

Top Highlights

- Sponsors approve of final product

Top Lowlights

- More working from home
- CSS/Plotly graphs formatting difficulties

Activities, Accomplishments, and Project Effort

Member	Activity	Description	Status	Effort
Jordan	Writing	Finished Read.me and worked on project specs	Complete	1 hrs
Jayden	Writing	Finished project specs	Complete	1 hrs
Anna	Editing	Working on videos and worked on project specs	In Progress	6 hrs
Wyly	Plotly Charts	Completed project-specific graphs	Complete	2.5 hrs
Team	Weekly Meeting	Team Weekly Meeting	Complete	1 hr

List any activities undertaken by members of the project team in the last week in the table above. These can include things done as a group, but should be broken down for each individual team member.
Effort should be estimated in terms of hours of time taken (e.g., 1.5 hours, 3 hours, .5 hours, etc.)

Tasks for Next Week

Member	Task	Description
Jordan	Help	Help anna
Jayden	Help	Help anna
Anna	Video Editing	More video work
Wyly	Help	Help Anna

List any assigned tasks for each team member for the next week. Every team member should have at least one individual assigned task, but you may also list items that are collectively assigned to the entire group (such as team meetings).
For the next weekly report, you can copy these items into the activities, accomplishments, and project effort table above and add status updates and information for expended effort.

Risks

<u>ID#</u>	<u>Status</u>	<u>Risk</u>	<u>Owner</u>	<u>Probability/ Priority</u>	<u>Impact</u>	<u>Trigger</u>	<u>Recommendation / Resolution</u>
1	Open Closed	Mis - communication with sponsors about project tasks	Team	20%	Loss of time, work put towards the wrong direction	Requirements not established and agreed upon between team and sponsors before February 14	Be open about our view of the project statement with our sponsor, and make sure that any confusion is cleared up immediately
2	Open Closed	Properly distributing tasks amongst teammates	Team	10%	Team stress, mis-allocation of time	Project workload not discussed properly before sprint/week (ongoing)	Make sure we discuss a work/ plan so the project can be completed on time
3	Open Closed	Quarantine communication makes tasks more difficult, and presentations more difficult	Team	30%	Team stress, customer unsatisfied with direction we're going	Quarantine plan not established and working after the first two weeks (April 3rd)	Review specifically the challenges of working at home from the quarantine and how it's affecting the team's efficiency

Issues

<u>ID#</u>	<u>RID#</u>	<u>Status</u>	<u>Issue</u>	<u>Owner</u>	<u>Due Date</u>	<u>Impact</u>	<u>Recommendation / Resolution</u>

Risks and Issues tables should be maintained across multiple documents.

Do not remove issues or risks from the tables once added, but make modifications to the status as necessary.

Use ~~strike through text~~ to indicate previous status that is no longer applicable for a given risk.

Project Success Tracking

Project Success Indicator	1/26	2/07	2/14	2/21	2/28	3/06	3/13	3/20	3/27	3/30	4/03	4/10	4/17	4/24	5/01
Planned milestone events are being met	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Budget is under control	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Quality control results are within specifications	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Change control process shows minimal requests for change	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Project resources are being supplied per schedule	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Project team appears to be cohesive and reasonably happy	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Users seem satisfied with progress of the work	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Top management remains visibly supportive of project goals	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Third-party vendors are delivering quality items on schedule	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Risk events are under control with nothing unusual appearing	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Project training program is progressing according to plan	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Relationships with support groups have no identifiable issues	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Update the Project Success Tracking table for each new weekly report.

Use **OK** to indicate that the project is track according to that criteria. If there is an issue, indicate it with a number and leave a corresponding note in the section below.

Notes:

1:

2: