Weekly Report for Week Ending 2017-03-03

IBM

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# Status Summary

* Work on midterm presentation

## Top Highlights

* We met our midterm goal

## Top Lowlights

* little work on the project itself

# Activities, Accomplishments, and Project Effort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Activity** | **Description** | **Status** | **Effort** |
| all | Project presentation work | Met and worked on presentation | done | 12h |
| all | Weekly meeting | SCRUM meeting with sponsor | done | 4h |
|  |  |  |  |  |
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|  |  |  |  |  |

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

**Goals for Next Week**

* do great on the presentation

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| 1 | ~~resolved~~ | ~~Not having permanent bluemix accounts~~ | ~~sponsors~~ | ~~10%~~ | ~~we have to use trial accounts forever~~ | ~~we run out of free accounts~~ | ~~talk to sponsors next week~~ |
| 2 | ~~resolved~~ | ~~Sponsors losing interest or getting busy~~ | ~~mgmt~~ | ~~2%~~ |  | ~~They play stardew valley~~ | ~~Consistent communication~~ |
| 3 | ~~resolved~~ | ~~Cannot meet with primary users (researchers)~~ | ~~sponsors~~ | ~~35%~~ | ~~Unsure of purpose of project~~ | ~~Researchers cannot meet~~ | ~~Flexible meeting times~~ |
| 4 | open | Addition of requirements | sponsors | 50% | More tasks, less time | New ideas come up | Early definition of scope |
| 5 | open | Failure to comprehend tech | team | 30% | Slows progress | Not enough research | Commit to research |

**Issues**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **RID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| 1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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.

**Project Success Tracking (g is good,, b is bad)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Success Indicator** | 1/27 | 2/03 | 2/10 | 2/17 | 2/24 | 3/03 | 3/10 | 3/17 | 3/24 | 3/31 | 4/07 | 4/14 | 4/21 | 4/28 |
| Planned milestone events are being met | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Budget is under control | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Quality control results are within specifications | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA | NA | NA | NA | NA |  |  |  |  |  |  |  |  |
| Risk events are under control and nothing unusual is appearing | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan | OK | OK | OK | OK | OK | OK |  |  |  |  |  |  |  |  |
| Relationships with support groups have no identifiable issues | 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, **NA** to indicate a non-applicable criteria, or a number with a note below.

Notes:

1:

2: