Weekly Report for Week Ending 2/2

Greyhound Pets of America – Greater Orlando

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# Status Summary

* Conducted 2nd customer interview
* Developed Coding Standards
* Developed Project Design Document
* Process Audit Conducted
* Revised Project Plan
* Documented development tools setup process

## Top Highlights

* Conducted 2nd customer interview
* Each team member setup development environment.

## Top Lowlights

# Accomplishments vs. Plan

* TODO

# Goals for Next Week

* TODO
* Further develop high system architecture
* Start to develop product backlog and assign development tasks
* Get started with development tasks
* Establish how project plan will be managed (and by who)

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
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## Issues

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| --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
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| **Project Success Indicator** | 2/1/2013 | 2/8/2013 | 2/15/2013 | 2/22/2013 | 3/1/2013 | 3/8/2013 | 3/15/2013 | 3/22/2013 | 3/29/2013 | 4/5/2013 | 4/12/2013 | 4/19/2013 | 4/26/2013 | 5/3/2013 |
| Planned milestone events are being met |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule and skill levels are adequate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Risk events are under control and nothing unusual is appearing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups appear to have no identifiable issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

In each cell say OK or put a number for a note that you add below.

Note 1: