1．Milestone Description

1.1．Milestone name

    Proposal.

1.2．Main tasks

* Completed requirement survey, requirement analysis, system analysis (including risk analysis, resource analysis, technical analysis).
* Requirements management (collecting client’s requirements and confirmation requirements),
* Prepared bid document and proposal document.

1.3．Describe the achievements in this milestone.

    Bid document, proposal document.

2. Milestone Summary

2.1 Milestone schedule

|  |  |
| --- | --- |
| Planned due date | 20th March 2020 |
| Actual due date | 20th April 2020 |
| Reason | 1. A teammate left our team. We redid project plan and rescheduled the responsibility of each teammate. 2. Changed requirement scope with the client. 3. Communication issue. |

2.2 Milestone progress

|  |  |  |  |
| --- | --- | --- | --- |
| Team member | Planned total hours | Actual total hours | Reason |
| Michael (Guozhi Yin) | 40 | 72 | Personnel change |
| Cong Shang | 28 | 44 | Personnel change |

3．Project Risk And Solution

3.1. Project risk and solution

Personnel risk: A teammate left our team.

We have to reschedule the project plan and reallocate responsibility for each teammate.

Requirement change with the client (delete donation function).

4. Next Milestone Plan

Function management (design prototype and confirmation product functions), scope management (WBS, WBS dictionary), database design, system analysis and design.