4 Box Report - 3/1/2017

Team Z – *Bob, Sally, Zoe*

Overall Status - A

Mission

1-2 sentences expressing client goals, benefits and key deliverables. Benefits should be measurable whenever possible.

Critical Milestones

Milestone	Due Date	% Complete	Status
Requirements	March 15	35%	A
Architecture	March 15	80%	G
Design	March 21	50%	A
Build	April 15	10%	G
Quality/Test	May 1	10%	G
Final Delivery	May 10	0%	G

Recent Progress

- 2nd draft of requirements were reviewed 2/19
- Bob completed data model on 2/24
- Client transmitted data to Cornell on 2/25
- Technology stack finalized by team on 2/26
- Sally completed architecture draft on 2/27
- UX and wireframes reviewed by team 3/1

Risks & Issues

- Client wants to use immature BI technology. Team evaluating for 1 week. Fallback is Tableau.
- Requirements are 2 weeks late. Reducing scope by 3/6
- Design work cannot complete until requirements freeze

Planned Activities (next 2 weeks)

- Decision on BI Technology by 3/12 (team, client)
- Requirements scope reduced by 3/6 (Bob)
- Requirements freeze by 3/22 (Bob, Sally)
- Finish data model by 3/21 (Zoe)
- Finalize interfaces and Arch document (Sally)