

		Cumulative No. Of tasks			
Date	Wk.	Planned	Actual		
			Completed	On Sched	Late
09/10/2008	1				
09/17/2008	2				
09/24/2008	3				
10/01/2008	4				
10/08/2008	5				
10/15/2008	6				
10/22/2008	7				
10/29/2008	8				
11/05/2008	9				
11/12/2008	10				
11/19/2008	11				
11/26/2008	12				
12/03/2008	13				

		Man-hours			
Date	Wk.	Planned		Actual	
		This Wk.	Cumulative	This Wk.	Cumulative
09/10/2006	1				
09/17/2006	2				
09/24/2006	3				
10/01/2006	4				
10/08/2006	5				
10/15/2006	6				
10/22/2006	7				
10/29/2006	8				
11/05/2006	9				
11/12/2006	10				
11/19/2006	11				
11/26/2006	12				
12/03/2006	13				

Based on submitted effort reports...

Progress Description:

Describe the progress on the project during the past week, both in qualitative and quantitative.

1. List any significant accomplishments since the last status report (including the completion/revision of project deliverables).

- a. First meeting with the client, discussed requirements and goals for the project.
- b. Team Website set up and latest documents uploaded.
- c. DART Tool for Risk Assessment has been updated for first week.
- d.
- e.

2. If you are using COTS Process Framework, list the process areas that you worked in the past week (For example, P3, P4, etc.).

- a.
- b.
- c.
- d.

3. Attach any client meeting notes. If you have not had a client meeting in the past week, say "No client meetings were scheduled".

a. See file
b.
c.
d.

Team Number: 3
Week: 1

Program Size (SLOC)
Base **Actual**
n/a
Added _____
Deleted _____
Modified _____
Reused _____
of COTS _____
Total New SLOC _____

Effort (Hours)	Planned	Actual
Project Mgmt.	<u>8</u>	<u>10</u>
Requirements	<u>2</u>	<u>2</u>
COTS Assessment	<u>2</u>	<u>1</u>
Design	_____	_____
Life Cycle Planning	_____	_____
Configuration Mgmt.	_____	_____
Feasibility Analysis	_____	_____
Code	_____	_____
COTS Tailoring	_____	_____
COTS Glue Code development	_____	_____
Test	_____	_____
Deployment	_____	_____

Estimated average per person

Top Project Risks as of 09/18/2006

This Week	Last Week	Risk Description	Risk Mitigation Action Items	Weeks Active
1	n/a	Previous Experience	To be determined	1
2	n/a	Meeting the Prototype Submission Deadline	To be determined	1
3	n/a	Stakeholder's incompatibility	To be determined	1
4	n/a	Security of online donation system	To be determined	1
5	n/a	Hardware to support website	To be determined	1

# of Defects	Injected	Removed
Project Mgmt.	_____	_____
Requirements	_____	_____
COTS Assessment	_____	_____
Design	_____	_____
Life Cycle Planning	_____	_____
Configuration Mgmt.	_____	_____
Feasibility Analysis	_____	_____
Code	_____	_____
COTS Tailoring	_____	_____
COTS Glue Code development	_____	_____
Test	_____	_____
Deployment	_____	_____
Total	_____	_____

Problem Reports as of 09/18/2006:

* See QMP or Below for Definitions

Type	New Opened	New Closed	Old Closed	Current
Issues				
Defects				
Problem Reports				

Definitions

Issues

Issues are problems that the "Author" can not fix solely in the artifact or at that specific time

Defects

Defects in the artifact caused either by a human error (Avoidable Defect) or by situations that the "Author" has no control over (Unavoidable Defect - e.g. change in the requirement).

Problem Reports

In case the team is using a Defect Tracking tool, that is the number of problems reported in the tool. You can also use the Review Forms to collect that information. In that case, this will be the total number of Concerns provided by the reviewers. Concerns can be an issue, a defect or neither (consider that reviewers might indicate false defects).

Problem Description:

List any problems team is experiencing. This includes things that have caused delays, rework or any other roadblocks to anticipated progress.

No.	Problem Description	Proposed Solutions	Is it COTS Related? (Y/N)
1	The client needs to replace the payment system but at the same time it is not feasible to pay high fees for SSL certificates.	In the next meeting, we will provide client with other solutions including different online systems accepting donations.	N
2			
3			

4			
5			
...			

Project Indicators as of xx/yy/zzzz

