

**Status Overview:**

- Contractors for the project became unavailable causing 2 months delay in the delivery of the System Design documents, which moved to May-2010. We are working with contractor vendors to replace the contractors as soon as possible. We are also working on other contractor procurement methods. We project that this setback will not affect the Aug-2011 project delivery date. However, if the contractor availability issue is not resolved soon, the project may suffer further delays.
- The documentation of the business procedures consistent with the Conceptual Design and with the on-going System Design has progressed from 65% to 70%.
- Construction of the base architecture and foundational modules continues with available resources.

**Project Journal:**

*(Reverse chronological sequence, does not include daily SCRUM meetings)*

**3-12**

- Meeting to coordinate efforts toward system documentation goals.

**3-11**

- Meeting to discuss the plan of attack for the documentation goals.

**3-11**

- Meeting to discuss ways to focus our limited resources to catch up on documentation and the current sprint.

**3-10**

- Third Sprint planning meeting held for third construction sprint.

**3-10**

- Second sprint retrospective meeting held for second construction sprint.

**3-10**

- Second sprint closing meeting held for second construction sprint.

**3-9**

- Sprint 3 backlog grooming meeting. Discussed stories to take into Sprint 3.

- 3-8**
  - Meeting to meet and interview replacement contractors from STG.
- 3-8**
  - Meeting to meet and interview replacement contractors from STG.
- 3-5**
  - Meeting to discuss delay in getting contractors and what to do about the issues with the contractors we are both getting and not getting.
- 3-2**
  - Lunch and Learns involving TFS and open Q and A.
- 3-2**
  - Meeting select contractors or the RFR project
- 3-2**
  - Meeting to score contractor resumes for the RFR project.
- 3-1**
  - Meeting to review the Architecture documentation
- 3-1**
  - Weekly project coordination and status meeting.
- 2-26**
  - First User Acceptance Meeting for the RFR (CFR) project. Went over the login screen and the UI.
- 2-25**
  - Lunch and Learns involving TFS and shelving as well as various options for checking in and out and the policies that can be set for that.
- 2-24**
  - Lunch and Learns involving TFS and work item tracking and work item structuring for proper reporting.
- 2-23**
  - Lunch and Learns involving TFS and build processes as well as bulk importing of tasks as it pertains to development sprints.
- 2-23**
  - The last Official RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing notification and signal points between the two systems.

**2-22**

- Meeting held to discuss the details the QA expects to have from system documentation.

**2-22**

- Meeting held to discuss the details of architectural design documents being produced.

**2-22**

- Weekly project coordination and status meeting.

**2-19**

- Meeting to discuss with development team the proper way to deal with work items with in Team Foundation Server for the RFR project as the process has been refined.

**2-19**

- Meeting to discuss kick off and planning of reporting team scrum.

**2-18**

- Official RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing the reporting system needs.

**2-18**

- Second Sprint technical design meeting held.

**2-17**

- Second Sprint planning meeting held for second construction sprint.

**2-17**

- First sprint retrospective meeting held for first construction sprint.

**2-17**

- First sprint closing meeting held for first construction sprint.

**2-16**

- Formal RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing the APD integration needs.

**2-15**

- Weekly project coordination and status meeting.

**2-11**

- Formal RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing the audit.

**2-10**

- Several interviews for RFR contract help

**2-9**

- Formal RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing the searching system as well as the UI.

**2-9**

- Sprint 2 backlog grooming meeting. Discussed stories to take into Sprint 2.

**2-8**

- Internal meeting with tester and BA Manager to go over expectations and commitment level of Testers and BA's to this project.

**2-8**

- Weekly project coordination and status meeting.

**2-5**

- Several interviews for RFR contract help.

**2-4**

- Formal RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing the system security.

**2-3**

- Meeting to discuss DNS names for the new RFR servers as well as other architectural discussions.

**2-2**

- Formal RFR Tech Design meeting with the entire team, including CTS and Customer SMEs. This meeting is for discussing the JSL process.

**2-1**

- Weekly project coordination and status meeting.