Mobil

Progress Report for:
Project Name
Project Manager: Name_Here
(1/1/97 - 1/7/97)

Progress

- Jane Doe began work on the Project Name. She identified potential problems that could arise without a local editor/manager to provide guidance to the writers on the project.
- Jane and John Dare completed the Project Plan as far as they could with the information available. They submitted a first draft of the plan with many embedded questions for the reviewers to consider while looking over the plan.
- Due to the tight development schedule for the first phase deliveries, John made initial assignments based on the first draft of the Information Plan. Assignments were made based on the elements we perceived as the most stable; that is, we do not expect the material to be affected by any changes made to the Information Plan.

Plans

- Jane, Harry Smith, and Ann Howard will complete their first phase assignments by March 1. We will submit these drafts, as completed, for review.
- We will incorporate any changes on the Information Plan for final approval and sign-off.

Concerns/Issues

- We are concerned about the appropriateness of the page design for the plan documentation. First, it is for a standard 81/2 x 11 sheet. How will it translate to A4 for European use?
- We are concerned about the stability of the application. At the weekly project meeting, we learned that major changes had been made to the database. Since the engineers did not feel these were the last major changes, they initiated a database change tracking process. We are currently documenting the administration tables that were just changed for the first please. We are concerned that if the tables continue to change, we will be using time inefficiently and as a result our hours/page will increase.

Approval/Authorization

Client   Publication Team Member

By: _____   By: _____

Title: _____   Title: _____

Date: _____   Date: _____6/29/2005_____