



Business Functional Group Bi-weekly Status Report

Project Manager/Contact: Mark Merry
For Bi-Weekly Period Ending: 11/25/2008

PROJECT DESCRIPTION

WORKGROUP PURPOSE:

- To review and analyze current business requirements, business processes, and customizations
- To provide business process and business requirement recommendations

WORKGROUP DELIVERABLES:

- Business Process Recommendations Document
- Business Requirements Recommendations Document

Business Process Work Group Overall Project % Complete: **50%**

BI-WEEKLY ACTIVITY UPDATE

COMPLETED: ACTIVITIES, TASKS & MILESTONES:

- Database has been completed and loaded to the shared drive.
- Staff have completed 1st phase of the analysis
- Will meet to review our methodology for consistency in the application of criteria

IN PROGRESS: ACTIVITIES, TASKS & MILESTONES:

- Reconciling data elements to control totals
- Work in Progress for the 2nd phase of the analysis
- Starting review and follow-up of completed ADMLs