



Business Functional Group Bi-weekly Status Report

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

PROJECT DESCRIPTION
WORKGROUP PURPOSE: <ul style="list-style-type: none">• To review and analyze current business requirements, business processes, and customizations• To provide business process and business requirement recommendations
WORKGROUP DELIVERABLES: <ul style="list-style-type: none">• Business Process Recommendations Document• Business Requirements Recommendations Document

Business Process Work Group Overall Project % Complete: 50%

BI-WEEKLY ACTIVITY UPDATE
COMPLETED: ACTIVITIES, TASKS & MILESTONES: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Reconciling data elements to control totals• Work in Progress for the 2nd phase of the analysis• Starting review and follow-up of completed ADMLs