



Business Functional Group Bi-weekly Status Report

Project Manager/Contact: Mark Merry
For Bi-Weekly Period Ending: 12/10/2008

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: 80%

BI-WEEKLY ACTIVITY UPDATE

COMPLETED: ACTIVITIES, TASKS & MILESTONES:

- Completed requirements analysis and load to database
- Reconciled data elements to control totals
- Completed business process analysis

IN PROGRESS: ACTIVITIES, TASKS & MILESTONES:

- Draft Report 80% complete
- Develop power point presentation for FCM Task Force meeting
- Perform 2nd review of customizations, business processes and functional requirements
- Revising final reports