



ABAS Project

Progress Report

September 13, 2002 through October 11, 2002

**Wendy A. Albrecht
Assignment #5: Progress Report
10/13/02**



123 Maple Street
Arlington, VA 22206
703-555-9876

October 11, 2002

C. Dusty Rhodes
Project Manager
Candew Consulting, Inc.
456 Silver Spring Drive
Fairfax, VA 22030

Dear Mr. Rhodes:

Our subcontracting project, A Better Accounting Software (ABAS), with your company is on schedule and within budget. After receiving your company's comments on the installation guide and user's guide **by October 21, 2002**, we plan to provide the final deliverables by October 29, 2002 and within budget. The final progress report will be provided at the end of the project.

Costs

The labor cost to date is \$10,320; an estimate for the remainder is \$2,880. We have billed 172 hours and estimate 48 hours remain to be billed on this contract—both at \$60/hour. The rate includes the team expertise of a developer, release engineer, technical communicator, quality engineer, and product manager. Because we will provide the final deliverables by email, no costs for materials will be charged.

Issues Resolved

Other than adjusting the attached project schedule to reflect your request to extend the review period, no other changes have been made to the initial project schedule. We have resolved the following issues:

- Determined the final software product name.
- Included the ability to upgrade from the last two software versions. Although this functionality added two days to our original estimate, our quality engineer worked 16 hours of Candew-approved overtime to get the project schedule back on target. This extra expense will be reflected in the quality engineer's progress report. This additional activity had no impact to the documentation cost; the upgrade instructions include how to upgrade from both previous versions.
- Finalized the platforms on which the software will run. The technical communicator has updated this information in the installation guide's software requirements section.

No budgeting or personnel issues exist.



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Work Completed to Date

The project is 78% complete. The attached project schedule shows the tasks that we have completed since the beginning of this project on September 13, 2002. After the developer finished the code and the release engineer completed the installer, the technical communicator created the documentation plan, finished the draft of the installation guide, and then finished the user's guide. The team completed its technical review on target and the technical communicator updated the installation guide and user's guide based on the review team's comments.

Work Remaining on This Project

See the attached project schedule. After Candew Consulting, Inc. provides its comments to the technical communicator, she can incorporate them into the installation guide and user's guide. After receiving the quality engineer's readme file and product manager's release notes, the technical communicator can edit both documents. When she has completed the final production tasks, she will send you an email of the following deliverables:

Deliverable	Format
A Better Accounting Software (ABAS) Installation Guide	PDF
A Better Accounting Software (ABAS) User's Guide	PDF
A Better Accounting Software (ABAS) Readme	Text file
A Better Accounting Software (ABAS) Release Notes	HTML file

Feel free to contact me on Monday, October 14, 2002 if you have any questions or comments.

Best regards,

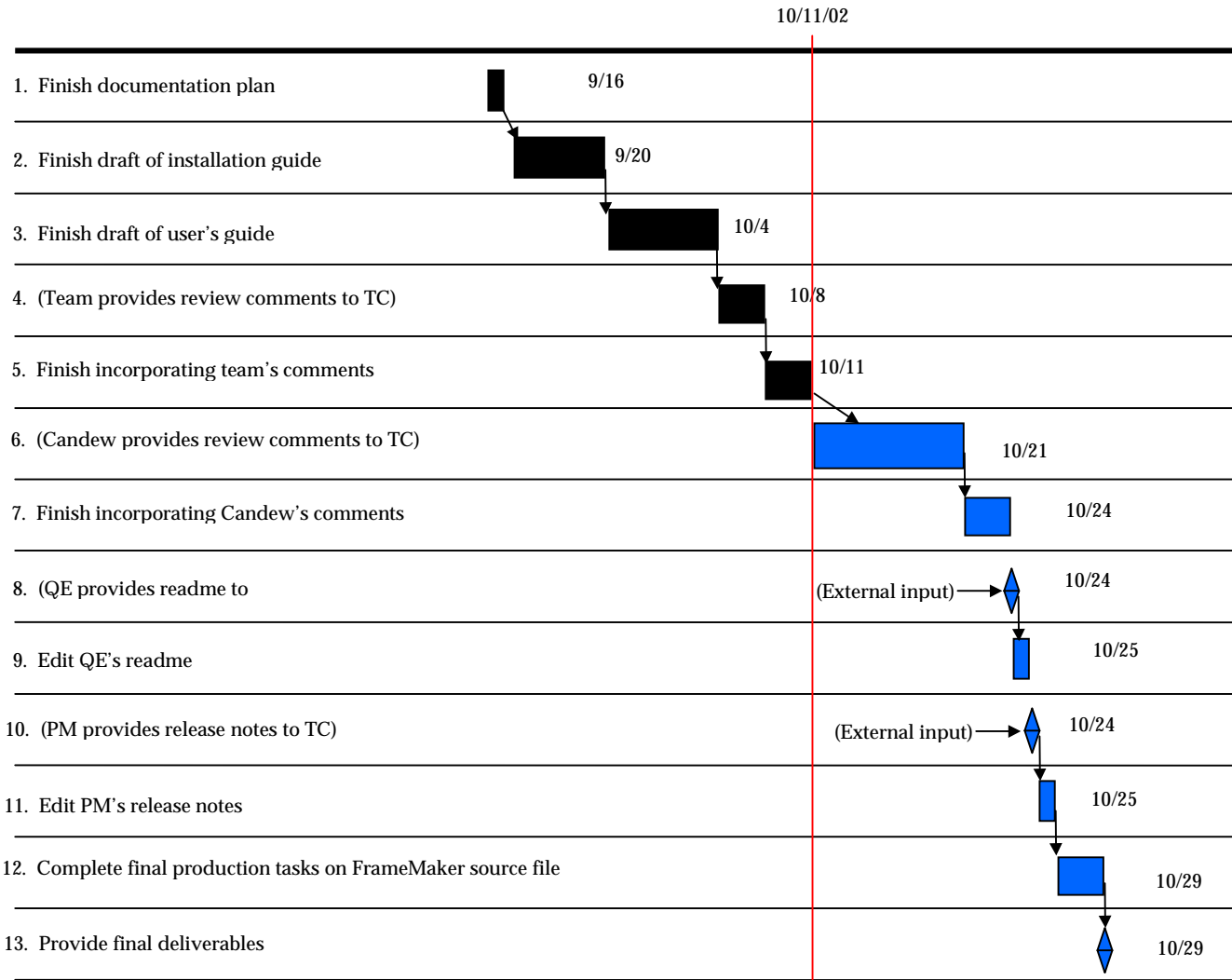
Wendy A. Albrecht
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Attachment



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A Better Accounting Software (ABAS) Project Schedule



Key

TC = Technical Communicator
 Team = Developer, Quality Engineer, Release Engineer, Doc Manager, and Product Manager
 QE = Quality Engineer
 PM = Product Engineer

◆ = Milestone event
 ■ = Black bars indicate completed tasks
 ■ = Blue bars indicate remaining tasks to be completed