

**IMT 595- Stakeholders, Information and Technology
PROJECT STATUS REPORT**

Project Name	<i>Environmental Sustainability Metadata at the University of Washington</i>
Dates	<i>May 14, 2009 – May 20, 2009</i>
Prepared by:	<i>Peter Ellis</i>

Schedule:
Budget:
Issues:
Risks:

Activities accomplished this week

- Ran separate usability tests with capstone sponsor and representative from Office of Environmental Stewardship and Sustainability.
- Met with Mike Crandall regarding the metadata schema (informal conversation).
- Began work on poster draft.
- Began finalizing recommendations and lessons learned.
- Updated web site with certain key e-mails received throughout the project.

Activities planned for next week

- Complete last usability test.
- Complete documentation.
- Schedule final meeting with Office of Environmental Stewardship and Sustainability.
- Finalize poster design.

Milestone Status

<i>Flag</i>	<i>Milestone</i>	<i>Deliverable</i>	<i>Plan Date</i>	<i>Forecast Date</i>	<i>Actual Date</i>
	▪ Week 8 capstone sponsor meeting	▪ N/A	5/19	5/22	
	▪ Run usability tests with participants in person	▪ N/A	5/20	5/22	
	▪ Plan rough outline of presentation	▪ Final presentation	5/19	5/19	5/15
	▪ Create rough wireframe of poster design	▪ Final presentation	5/19	5/19	5/15
	▪ Determine elements of project that need to be communicated to audience	▪ Final presentation	5/19	5/19	5/15
	▪ Review poster with project sponsor	▪ Final presentation	5/20	5/22	

Issues / Red Flags

1) None

Change Requests

Number	Description	Impact	Status
1	Drop project timeline items #46 and 47, Analyze results of usability test and Write summary report of usability test. Items not needed – usability tests are serving as validation and notes provide sufficient summarization of each test.	N/A	N/A

Additional Comments

Capstone sponsor meeting moved due to the sponsor being out of town.