




## KCDA - Weekly Status Report

Customer:	KCDA	Report Period:	01/10/17 - 01/16/17
Project Name:	eCommerce Portal	Project Number:	060KCD001000100
Schedule Notes:	Need to start UAT/Agree to Plan for UAT	Quick Links:	<a href="#">Project Summary</a> <a href="#">Action Items</a> <a href="#">Discussion Points</a> <a href="#">Key Decisions</a> <a href="#">Accomplishments This Period</a> <a href="#">Initiatives For Next Period</a> <a href="#">Milestone Summary</a> <a href="#">Risks/Issues/Open Questions</a>

### PROJECT SUMMARY

On Time	On Budget	On Spec	
			Currently working on finalizing reports, meeting with Dev Team tomorrow on any last bits on the reports as well as next steps on possible CR for User Registration Updates.

## ACTION ITEMS

Date	Owner	Description	Due Date	Complete
12/14/16	Mike/Renu	Agreement on Extended UAT – Need to finalize	ASAP	In Progress

## DISCUSSION POINTS

1. Reports – RJ/Sonny meeting on these
2. SEO Tasks – Where did we land on this question? Opening Stage \*or\* Prod to non VPN visitors
3. Active Threads in Basecamp
  - a. Order History – No way to clear filters when you search
    - i. Are we talking about in iAPPS Admin?
    - ii. There is a clear button, appears to right of filter in admin, that clears everything
    - iii. Or is it this template: <http://kcda.design.iapps.com/t22.shtml>
  - b. Direct Notifications to Maildrop instead an email
    - i. Mike L – Not sure if this was discussed as part of LOE for User Registration Process updates
  - c. KU33 Notes
    - i. Are we talking the Order Notes in iAPPS Admin? Those are per order by default.
  - d. KU36 Enter Key Issue
    - i. Hitting enter logs you out. What level user were you using? Do you have an example login for me to try?
  - e. Critical Issues
    - i. Clean Imports – Should be handled
    - ii. End to End Testing – Mike working with Erin S/Sonny on this
    - iii. Rendering Cross Browser – Will get some updates post End-to-End testing
    - iv. Test End Process w/ Nav – Unclear what this one means exactly
  - f. KU35 Account Code List on Cart
    - i. Carol Sells / Kent SD Order #170 – One has account code, and one doesn't
    - ii. What are you talking about exactly with this one?

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- g. KU38 Testing all Templates
    - i. Mike meeting up with Erin S. (design/IA), will go through that list. Will break out into separate JIRA tickets
  - h. MSDS Sheets – Thread is from 2015. Need context on what is needed now
    - i. Spreadsheet of MSDS sheets provided (2015?), and PDFs are in folders but not seeing sheets when a range selected
    - ii. MSDS – expect links in the MSDS tab. These are just attributes. So there will be an attribute (Mike to confirm type of Attribute – HTML/Content Library/Etc.) that would have the links saved in for that content area.
    - iii. Can there be more than one MSDS file per item – Yes. These will live in the file library and will be linked to the tab, much like linking to a file on a page.
    - iv. Training – Will make sure training includes steps on this
  - 4. UAT CR – Questions / Concerns on that
  - 5. Any other questions?

### KEY DECISIONS

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- 1. Added some items to UAT CR to make it more robust/accurate for road to go-live

### ACCOMPLISHMENTS THIS PERIOD

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- 1. Continued work on Reports
- 2. Updates on Importer
- 3. Discussed UAT plans

### INITIATIVES FOR NEXT PERIOD

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- 1. Get reports completed ASAP
- 2. Agree on UAT timeline / deliverables & plan
- 3. Work on End-to-End testing

## MILESTONE SUMMARY

Milestone	Status	Projected Finish Date	Actual Finish Date	Notes
Development	In Progress	01/06/16		Dev estimate based on Reports (ETA outstanding), might change depending on If we move on User Registration Updates
UAT	Not Started	?		Pending possible extension CR
Launch	Not Started	?		Tentative, based on UAT Signoff/Content Entry

## RISKS / ISSUES / OPEN QUESTIONS

Description	Identified By	Identified Date	Owner	Finish Date	Impact*	Status	Mitigation Strategy / Notes
Extension CR	Meredith	12/01/16	Mike/Renu	12/22/16	Red	Open	Need to finalize plan for UAT
User Registration	Renu	12/13/16	Mike	12/22/16	Red	Open	Need to discuss details on User Registration process, changing this will be a CR for additional scope – will push out timeline
Reports	Meredith	12/01/16	Mike	01/06/16	Blue	Open	Mike to confer with team on timeline, will update Dev complete based on that LOE

**\*Key for Impact:**

- Green** Informational or to-do; little or not project impact.
- Blue** Needs attention, may impact budget, schedule, or deliverables.
- Red** Show-stopper; may impact budget, schedule, or deliverables.