

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

Project Name	<i>Designing a Sustainability Metadata Schema for the University of Washington</i>
Dates	<i>April 16, 2009 – April 22, 2009</i>
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Schedule: 
Budget: 
Issues: 
Risks: 

Activities accomplished this week

- Continued to establish preliminary list of potential metadata items for schema.
- Met with capstone sponsor to discuss metadata items and schema design issues. Decided that the schema will likely be structured chronologically, but final decision will wait until feedback from stakeholders.

Activities planned for next week

- Validate proposed metadata schema list with UW stakeholders and professionals in sustainability.
- Schedule meeting with Mike Crandall regarding usability testing metadata schemas. An additional meeting may be scheduled with Bob Boiko for the same reason.
- Schedule meeting with Dave Hendry regarding his work on sustainability-related metadata schemas for the UW.
- Capstone sponsor meeting, Wednesday 4/29 (anticipated; is being rescheduled from Tuesday for this week only).
- Update web sites with all project notes taken to date.

Milestone Status					
<i>Flag</i>	<i>Milestone</i>	<i>Deliverable</i>	<i>Plan Date</i>	<i>Forecast Date</i>	<i>Actual Date</i>
	▪ Project Sponsor Meeting: Week 4	▪ n/a	4/21	4/22	4/22
	▪ Establish preliminary elements, attributes, etc. for metadata schema.	▪ n/a	4/16	4/23	

Issues / Red Flags

1) None.

Change Requests			
Number	Description	Impact	Status
1	The next milestone item reads “Validate findings with professionals in sustainability”; should more properly read “Validate proposed list of metadata items with UW stakeholders and professionals in sustainability”.	None.	N/A

Additional Comments

Last week’s status report incorrectly noted the forecast date of the “Establish preliminary elements, attributes, etc. for metadata schema” milestone as 4/16; this is now correctly 4/23.