

**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 30, 2009 – May 7, 2009</i>
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   **Schedule:**  **Budget:**  **Issues:**  **Risks:** 

Activities accomplished this week

- Validated proposed metadata schema list with UW stakeholders.
- Ran three separate card sorts with various stakeholders (including the Office of Sustainability).
- Updated project web site with project notes.
- Met with Celeste Gilman, commuter services, regarding transportation data collection and usage.

Activities planned for next week

- Again, one line descriptions of activities planned for the upcoming week.
- Once you've done one report, you can use your planned activities for the next weeks accomplishments.
- Keep yourself on task and make sure the items reflect critical work items.

Milestone Status					
<i>Flag</i>	<i>Milestone</i>	<i>Deliverable</i>	<i>Plan Date</i>	<i>Forecast Date</i>	<i>Actual Date</i>
	▪ Week 6 capstone sponsor meeting	▪ N/A	2/1	1/31	1/31
	▪ Perform card sort to validate findings	▪ N/A	5/5	5/5	5/5
	▪ Create XSD for metadata schema	▪ Metadata schema files	5/4	5/10	
	▪	▪			

Issues / Red Flags

- 1) XSD file creation delayed due to card sorts. Currently underway.

Change Requests			
Number	Description	Impact	Status
1	N/A	N/A	N/A

Additional Comments

Processing the results of the card sort delayed the schema creation step somewhat, but the creation step should be completed over the weekend. This does result in delaying items that are associated with the schema, but I expect that the entire package should be completed by Monday.