IMT 595- Stakeholders, Information and Technology PROJECT STATUS REPORT	
Project Name	*Environmental Sustainability Metadata at the University of Washington*
Dates	*May 21, 2009 – May 27, 2009*
Prepared by:	*Peter Ellis*

⬆⬇➡ **Schedule:** ⬆ **Budget:** ⬆ **Issues:** ⬆ **Risks:** ⬆

Activities accomplished this week

- Completed project documentation.
- Completed poster.
- Sent poster for printing.

Activities planned for next week

- Schedule final meeting with Office of Environmental Stewardship and Sustainability.
- Complete final reflection and submit.

Milestone Status					
Flag	*Milestone*	*Deliverable*	*Plan Date*	*Forecast Date*	*Actual Date*
⬆	▪ Week 9 capstone sponsor meeting	▪ N/A	6/2	6/2	
⬆	▪ Run usability tests with participants in person	▪ N/A	5/20	5/22	**5/22**
⬆	▪ Review poster with project sponsor	▪ Final presentation	5/20	5/22	**5/22**
⬆	▪ Incorporate project sponsor feedback into poster	▪ Final presentation	5/22	5/22	**5/22**
⬆	▪ Finalize talking points for final presentation	▪ Final presentation	5/21	5/21	**5/21**
⬆	▪ Finalize poster	▪ Final presentation	5/26	5/26	**5/26**
⬆	▪ Send poster to printer	▪ Final presentation	5/27	5/27	**5/27**

Issues / Red Flags

1) None

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

Additional Comments

Poster was reoriented to a vertical format. Dowell thought it was a significant improvement to the design, and I was happy enough to send it off for printing.