




PM&R - PY7 Planning & more - 20161207

Decisions:

- N/A

Action Items:

Summary	Description	Responsible	Due Date
Combination of PY7 and PY6 Annual Report <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;">  QMA-132 - Jira project doesn't exist or you don't have permission to view it. </div>	The PM groups needs to discuss the request to combine these reports.	Karla Gendler	2/28 /2017
Reporting schedule <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;">  QMA-133 - Jira project doesn't exist or you don't have permission to view it. </div>	Get reporting schedule posted on Wiki	Leslie Morsek	1/17 /2017
Reporting instructions <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;">  QMA-134 - Jira project doesn't exist or you don't have permission to view it. </div>	Get reporting instructions posted on Wiki	Leslie Morsek	1/17 /2017

Notes:

- Request to combine PY7 plan and PY6 Annual Report (Request is from Rudi)
 - PM group needs to discuss this
 - Issues: What happens if you add/remove metrics?
 - When it has been done in other groups, metrics for the year were listed, then there was text stating what the WBS area was going to do going forward.
 - Example: Section 1: Complete annual report. Section 2: Plan for the next year.
 - Current thought is that the goal is to have the report/plans combined, so there needs to be discussion regarding how to properly word things to make sure it doesn't get confusing.
 - What does this do to our writing schedule?
- What are some of the current issues?
 - The infrequent frequency in which we report sometimes becomes an issue, but since we have a plan that we follow, it works out in the end.
 - Are there any ways in which we can leverage Confluence/JIRA to help out with the reporting issue.
 - We really need to understand what Rudi's expectations are