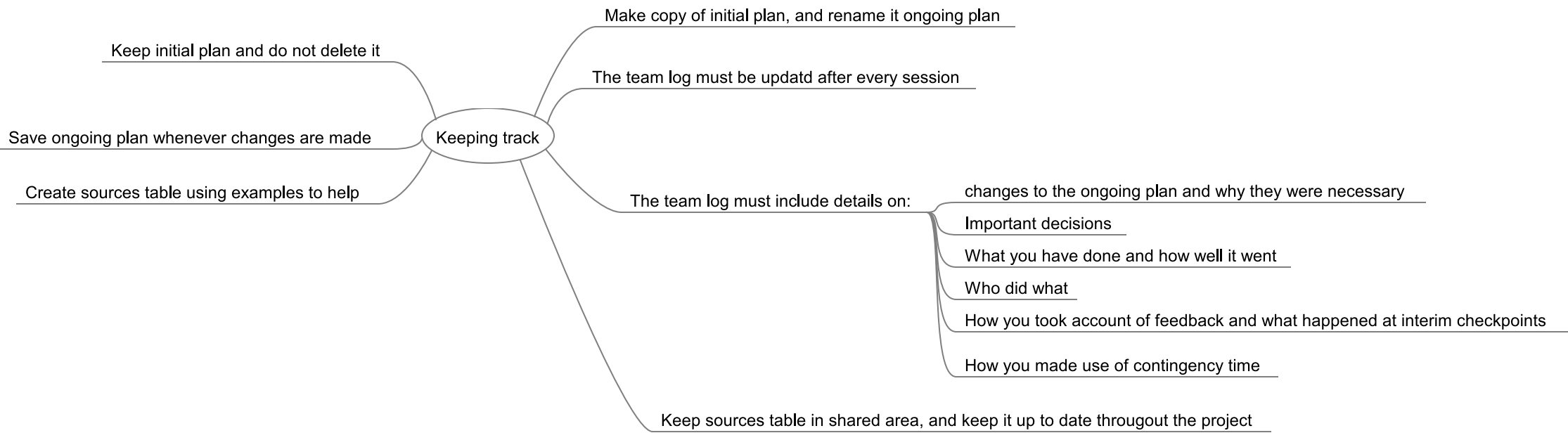
Keeping track
Make copy of initial plan, and rename it ongoing plan
Keep initial plan and do not delete it
The team log must be updatd after every session
Save ongoing plan whenever changes are made
Create sources table using examples to help
The team log must include details on:
changes to the ongoing plan and why they were necessary
Important decisions
What you have done and how well it went
Who did what
How you took account of feedback and what happened at interim checkpoints
How you made use of contingency time
Keep sources table in shared area, and keep it up to date througout the project