TRICS Timebox Planning and Review Form

Organisation:	MMU	Name:	Robin Johnson
Work Package:	Extension and trialling		
Sub-Task:	Definition of requirements		
Output produced:	Prioritised List of Requirements Leads on target org for case		
Issues / Problems:	Project Officer position held up by Personnel		
Outstanding work *(any work that was planned for the last timebox but wasn't completed)*	Estimate of time and finalised target list of new requirements.		

Start Date:	15/09/04	End Date:	29/09/04	Effort (days)	10

Plan for next timebox: *(outputs/purpose)*	Review latest version of Case Tool with Tutors Interview existing Users Collect Data from Evaluation work already undertaken Trial with Project Officer to obtain "new user" feedback Discuss core functionality requirements with developer Prioritise Requirements Generate leads on trial case Estimate time required to complete and finalise target list of requirements	RJ JM
Comments:	Met with staff from Business Development Office and they felt they could help make contacts for target case.	

Signed: _____ Date: _____