

Leadership Tracker-MDR MDX

January 12

Gathered Bill and Shishir to create the project timeline 1st draft

January 18

Asked Bill to go over project timeline with me and analysis template/overall project tasks

January 19

Invited Kali to weekly status meeting.

Proposed meeting for Kali, Bill and I to meet to fill Kali in on project details

January 20

Led the status call

Scheduled analysis review meeting

(good feedback: Sanjay)

Sent LCs analysis summary document

January 21

Led SME meeting

Took on LC touch base meeting

Stayed at office until 10pm to fix Analysis Summary, JTA and LEAP (sent to Bill to check)

January 22

Worked with Kali all day

Meetings with Shishir, Marc and Kali throughout day

Sent documents to LCs.

January 25

Arrived to work at 8:30am

Co-lead LC touch base meeting with Kali—went over Analysis Summary version we worked on on Friday to incorporate LC feedback (they were very pleased in phone conversation)

Spoke with Wendy pre-SME meeting to discuss approach we would take and major focuses

Implemented minor feedback from LC meeting to then sent to SMEs prior to Analysis Summary meeting.

Lead SME meeting and then sent follow up email including the Analysis Summary to SMEs to get last feedback and approvals.

January 26

Sent out Analysis Summary for final approval

January 27

Led status call with LCs

Followed up with SMEs who did not provide Analysis Summary for approval, and then followed up with Wendy on that list

January 28

Co-Led call with SME Mark for DDD

Scheduled more SME appointments

Followed up with SME approvals

January 29

Led a SME call with Jennifer Wofford (SME)

Came in at 8am and stayed until 6pm

February 1

Led a SME call

Touched base with Wendy over the phone

Sent Wendy an update about SME meeting and sent supplementary notes

Set up another SME call

February 2

Led SME call

Sent Wendy an update

February 9

Updated Wendy on SME approvals

February 11

Status call lead

Sent out update for next phase to the SMES.

February 17

Led LC status update (went over look and feel of storyboard thus far)- on call by myself

Led look and feel storyboard meeting with SMEs (Liz and Dilip)- Liz said it was fantastic

Set up meeting with Jennifer to get examples for storyboard

Set up meeting with Liz Southard to get examples she was offering in SME meeting

February 19

Had meeting with Liz to discuss examples for Storyboard.

February 22

Arrived at work at 8:30am

Had meeting with Jennifer Wofford to go over examples for Storyboard

Sat in on Megan's QA meeting

Spoke with Liz Southard about more examples in short phone call (left QA early to take it)

Spoke with Liz again at 6-7:30pm about more examples

February 23

Arrived at work at 8:30am and left work at 5pm.

Continued working on storyboard through day.

Sent Wendy and David an email about meeting before SME meeting (no time on calendars, asked them how they wanted to go about reviewing before SMEs)

Continued working at home 9pm-2:30am

Sent LCs storyboard at 2:30am for pre-sme meeting review on Wednesday morning

February 24

Arrived at work at 8:30am and left at 4:30pm

Wendy cancelled meeting (we were going to talk about storyboard during usual status call time) bc she couldn't read it that morning.

Led SME meeting to review storyboard. (they seemed happy with it. Liz said I was doing a good job.)

Attended HR meeting.

Met with David and Wendy for meeting Wendy set up to give their feedback on the storyboard. (mentioned I appreciated feedback)

Worked on their feedback (lot of feedback, but some stuff I already started fixing after SME meeting)- used supplemental email Wendy sent.

Sent SMEs an email with update on when they would be receiving storyboard

February 25

Came in at 7:30am, left at 6:40pm

Worked with goal to send revised storyboard out during the morning.

Had Bill confirm I captured Wendy's feedback list.

Got an email from David at 10:30am with wording style ppt and scrubbing images link.

Followed up with Wendy about scrubbing images for storyboard and she okayed not scrubbing for now.

Email from Wendy retracting non-scrubbed images (1:30pm)

Delivery date pushed back for revisions.

Got Mark and Kevin to help with images.