

From: Team 23 - Nutrient Removal in Wastewater Systems
To: MC Martin
Subject: Weekly Progress Report – October 21, 2018

Period: 10/15/18-10/21/18

Hours: PMs: 4 hrs Engineers: 20 hrs **Hours to Date:** 101 hrs

Accomplishments for week ending October 21, 2018

- 1) **Project Manager Documentation-** Andrea met with the project managers advisor to discuss documentation and ways to better manage some of the changing scope in the engineers project
- 2) **Questions from Ofir-** Lyle completed answering and generating questions for the project sponsor. The team is looking into a virtual meeting to discuss project specifics.
- 3) **WBS:** The project managers finally acquired a new code for Microsoft Project after the mugging. Evan can now rebuild the WBS, and the working documentation will be aligned towards the WBS.

Goals for week ending October 28, 2018

- 1) **Presentation #2:** The engineers will provide their advisor and peers with an update on the project status and new technology being researched on 10/24
- 2) **Engineer Budget and Bill of Materials:** The engineers must submit a draft of their budget and a bill of materials by 10/26
- 3) **Time Budget:** The engineers have been busy with other work, but plan to begin working more (6-10 hours) per week as the SD1 phase end approaches
- 4) **Project Manager's Revised Budget-** The project managers will work on finalizing the budget by 10/24. Since Evan just got a new code for Microsoft Project, we will also work on matching the budget with the WBS

Issues:

- 1) The engineers' project advisor suggested adding a graduate student to the project. This will be monitored as a risk of changing resources in the project.
- 2) Three engineers quit other jobs to allow more time towards this project, but Julia has increased hours on other jobs, so she is not able to contribute as much towards the project.