

From: Team 23 - Nutrient Removal in Wastewater Systems
To: MC Martin
Subject: Weekly Progress Report – October 28, 2018

Period: 10/22/18-10/28/18

Hours: PMs: 4 hrs Engineers: 20 hrs **Hours to Date:** 125 hrs

Accomplishments for week ending October 28, 2018

- 1) **Project Budget**- The PM project budget has been revised to a final edition. Only minor adjustments will be made if necessary.
- 2) **Presentation #2**- Julia gave a successful presentation to the engineers' peers and advisors on 10/24. The presentation included the project's revised scope.
- 3) **Meeting with Project Sponsor**- The engineers met with Ofir Menashe via Webex on 10/26 to discuss updated project scope, the experimental plan, and reactor designs.

Goals for week ending November 4, 2018

- 1) **Engineer Budget and Bill of Materials**: The deadline for the engineers' budget and bill of materials was extended to 11/02.
- 2) **WBS**- Andrea and Evan will work on aligning the WBS with the project budget and finalize the WBS.
- 3) **Order Materials**- The engineers hope to order materials for SD1 phase of the project ASAP.
- 4) **Meeting with Project Advisor**: The project managers will try to set up a meeting time to discuss how to update the documentation and work with a new scope without starting the project over.

Issues:

- 1) The engineer's have accepted the dependency risk of not receiving a reactor from the reactor team and hope to add this to the project scope this semester. This will be documented in the change management plan and risk management plan.
- 2) The project scope has largely changed for the project, which makes the project managers' budget, RACI Chart, and WBS fairly irrelevant to their project status. Project Managers will estimate the project's actuals as close to the original scope as possible. In addition, we will try to borrow documentation from Team 22 to help the engineers with the new project.