**From:** Team Orange

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 24*, 2019

**Period:** *3/18/19-3/24/19*

**Hours:** *3* **Hours to Date:** 20

**Accomplishments for week ending March 24, 2019**

1. Finalized Project Organization Chart
2. Began RACI Chart
3. Drafted Work Breakdown Structure (WBS)

**Goals for week ending March 31, 2019**

1. Finalize Work Breakdown Structure (WBS)
2. Draft Budget
3. Meet with BA’s to discuss progress

**Issues for week ending March 24, 2019**

1. We were not able to meet again due to conflicts of schedule and BA’s having a test
2. We misunderstood the final draft deadline for the Stakeholder Register document, so we were not as prepared for class
3. We were unable to work on documentation together as PMs due to difficulty finding time outside of class