

From: TRAK Consultants (Tomson Lung, Rohit Pabbi, Anh Nguyen, and Kevin Hanie)
To: MC Martin
Subject: Weekly Progress Report – October 13, 2019

Period: 10/07/2019- 10/13/2019

Actual Hours: *number of hours worked by entire team in this period (list each member and their total hours)*

<u>Name of Team Member(s):</u>	<u>Actual Hours (current period):</u>
Rohit Pabbi	3.5
Anh Nguyen	3.5
Kevin Hanie	3.5
Tomson Lung	3.5

Hours to Date: *number of hours worked by entire team since the project started (list each member and their total hours)*

<u>Name of Team Member(s):</u>	<u>Actual Hours (total periods)</u>
Rohit Pabbi	18.00
Anh Nguyen	18.00
Kevin Hanie	18.00
Tomson Lung	18.00

Accomplishments for week ending October 13th, 2019

- 1) Received and reviewed feedback for the Project Charter from Professor Martin.
- 2) Determined the next steps to revise and improve the quality of the Project Charter.
- 3) Completed the 1st draft of the Risk Register and Change Management Plan.
- 4) Completed the Communications Plan.
- 5) Discussed among team members on how our research of the PM software is going.
- 6) Started looking at themes and templates for the website to meet the client's needs.

Goals for week ending October 20th, 2019

- 1) Finalize the project budget and be prepared to present in front of class the following week.

- 2) Have a team meeting to get updates on how everyone is doing, what we have completed so far, and what we still need to complete.
- 3) Work on building the layout of the website and organize content into pages.
- 4) Finalize the top 2 Project Management software that our team will pick and come up with the list of pros and cons for both of them.

Issues:

- 1) *The project charter was not as clear and specific as we anticipated; therefore, we had to hold a discussion to determine what we need to work on to improve it.*