

From: Thirty West House Publishing - Brandan Mackowsky and Urvesh Patel
To: Mart Doyle
Subject: Weekly Progress Report – Sept 23, 2016

Period: 09/08/16-09/23/16

Hours: 6 **Hours to Date:** 6

Accomplishments for Sept 23, 2016

- 1) Successfully attained brief on the project and the core requirements to achieve the goals during the length of the project.
- 2) Created kick off meeting document, Problem statement, WBS, Project Charter, Risk management plan, Quality management plan, and change management plan.
- 3) Performed research on the publishing industry and presented him with an opportunity to attend a book fair in order to increase his business network.

Goals for Sept 30, 2016

- 1) Arrange a meeting with Josh (Entrepreneur) to discuss major milestones.
- 2) Draft the scope document, budget and project schedule for the project.
- 3) Continue research on the publishing industry.

Issues:

- 1) Limited information on some of Josh's volunteers, clients, and business partners make some of the documentation difficult to write up to ensure everyone is included.
- 2) Josh's schedule on campus is very limited and makes meeting up in person with both project managers present complicated.