**From:** *Konstantin Bauman fan club*

**To:** MC Martin

**Subject:** Weekly Progress Report – *September 22*, 2019

**Period:** *08*/*26*/*19*-*09*/*22*/*19*

**Actual Hours:**

*Erin - 5 hours*

*Caitlyn - 5 hours*

*Chris - 5 hours*

H**ours to Date:**

*Erin - 5 hours*

*Caitlyn - 5 hours*

*Chris - 5 hours*

**Accomplishments for week ending September 22, 2019**

1. *Interviewed clients - the team received more information about what the project entails and the client’s requirements*
2. *Created project charter and WBS - recorded a high-level overview of the important items of the project with the project charter and formed a WBS that provides the team and client with a breakdown of tasks to be performed throughout the project*
3. *Created schedule - outlined tasks to be completed during the project and decided on milestones the team would celebrate throughout the project to leave time for celebration*

**Goals for week ending September 29, 2019**

1. *Create Communications Plan - establish the best way to communicate to project stakeholders by collecting the best communication roles, communication tools, and communication goals and objectives*
2. *Create Stakeholder Register - gather information about each stakeholder to have stakeholder identification, stakeholder assessment, and stakeholder classification*
3. *Start RACI chart analysis - Using the terms Responsible, Accountable, Consulted, and Informed, assign roles and responsibilities for each task, milestone, or decision on a project*

**Issues:**

1. *Scheduling - Finding appropriate meeting time for each member requires detailed schedule coordination*
2. *Work breakdown - Making sure all work is equally and proportionally split amongst the members is key*