

From: Temple Formula Racing
To: Mart Doyle
Subject: Weekly Progress Report – September 23, 2016

Period: 09/16/16-09/23/16
Hours: 3 **Hours to Date:** 3

Accomplishments for September 23, 2016

- 1) *Clarified goals – Communicated with the project sponsor to determine project goals and strategy for the semester*
- 2) *Created system for communication – Established process for ongoing communication through Slack, organized by system channels, and use of individual direct messages.*
- 3) *Initiated work breakdown structure – Reached out to all system leads across 16 systems to schedule time to create work breakdown structures. Some team members have already started this process, but others are waiting on responses.*

Goals for September 30, 2016

- 1) *Complete individual work breakdown structures – All PMs should have met with their system leads and worked through a comprehensive WBS*
- 2) *Create overall project WBS – Combine all individual work breakdown structures into a master WBS on Microsoft Project*
- 3) *Discover dependencies and schedule the project – use the master WBS to begin creating a master schedule*

Issues:

- 1) *TFR is a very technical project and the work breakdown structures often revolve around very specific tasks (ex. Finalize differential adjustment method). This makes it difficult to realistically segment.*
- 2) *The team feels behind by about a week, relative to the content in class. We are working to decrease this deficit over time.*
- 3) *The team intended to have the WBS completed by today, but we fell behind because we did not have the information necessary to make system assignments. This information came mid-week, which made it unlikely to schedule meetings with individual system leads by today. However, this should be complete by mid-week next week.*