

**From:** Temple Formula Racing  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – September 30, 2016

**Period:** 09/23/16-09/30/16  
**Hours:** 12 **Hours to Date:** 15

**Accomplishments for September 30, 2016**

- 1) *Met with all project leads to develop work breakdown structure.*
- 2) *Completed project statement, charter, and scope document.*
- 3) *Integrated Ben Shaffer onto team and defined responsibilities*
- 4) *Distributed responsibility for risk, change, quality, and communication management.*
- 5) *Decided on master WBS to reconcile individual WBS into master.*

**Goals for October 7, 2016**

- 1) *Complete risk, change, quality, and communication management documents*
- 2) *Follow up with all project leads to clarify information for resource and time constraints.*
- 3) *Combine individual WBS into master project file along with resource needs and time constraints.*
- 4) *Begin creating master project schedule to present to TFR at next project meeting*
- 5) *Finalize charter and get it signed by sponsor and president.*

**Issues:**

- 1) *For the individual WBS, we were unable to complete them because we needed to decide on a common structure so that they can all be reconciled. Additionally, we need more information from the project leads.*
- 2) *Overall project WBS not completed due to not having completed individual WBS.*
- 3) *Didn't establish project schedule because master WBS not completed.*
- 4) *Ben Shaffer was recently added to the team as of this week, and we are still determining how to best utilize him.*