

From: *Temple Formula Racing*
To: Mart Doyle
Subject: Weekly Progress Report – *October 28, 2016*

Period: *10/21/16-10/28/16*
Hours: *15* **Hours to Date:** *65*

Accomplishments for *October 28, 2016*

- 1) Met with all system leads and created finalized WBS hierarchy
- 2) Generated cross-system WBS and mapped out dependencies
- 3) Established process for tracking resources hours to create budget

Goals for *November 4, 2016*

- 1) Update MS Project file with new WBS hierarchy
- 2) Collect duration, resources, and effort needs for project
- 3) Map out dependencies and relationships across phases, activities, and tasks
- 4) Outline critical path based on project schedule + dependencies

Issues:

- 1) Still behind on critical deliverables
- 2) We often need to redo deliverables we have already completed because they don't properly serve the project. In the beginning, the scope went through 2-3 iterations before settling. Now we have gone through the WBS 2-3 times, and I expect the same will be true for the schedule. We attribute this mostly to inexperience.