

**Project Managers:** Anthony Mignona, Caroline Lykhokon, Eric Donohue, Nick Napolitan

**Business Analysts:** Alat Mustafa, Anthony Laccarino, Austin Heilman, Shelby Karayanis, Braeden Hanney, Brody McGillen

**Project:** Tapp Network

**Weekly Progress Report:** February 18<sup>th</sup>, 2018

**Period:** February 12<sup>th</sup>, 2018 – February 18<sup>th</sup>, 2018

**Hours:** ~10 Hours

**Hours to Date:** 10

**Completed tasks for this period:**

1. Project managers completed plans for communication, quality, change and risk management.
2. Project managers drafted their scope document.
3. Project managers met with business analysts team to discuss previous interviews, and potential interview questions for their next interview.
4. Project managers generated their work breakdown structure in Microsoft Project.

**Goals for next period:**

1. Assist the business analyst team with preparing questions in anticipation for their third and final interview with Tapp network.
2. Meet with the business analyst team to refine their scope document, while completing the project manager's scope document in tandem.
3. Project Managers will make necessary adjustments to budget document in preparation for Friday's class.
4. Determine which business analysts should be delegated which tasks based on skillsets.

**Issues:**

1. Project managers and business analyst are experiencing schedule conflicts. We've attempted to mitigate this risk through a scheduling application.