**From:** *Team F*

**To:** MC Martin

**Subject:** Weekly Progress Report – *October 1, 2017*

**Period:** *09*/*24*/*17 – 10/1/17*

**Hours:** Approximately 4 **Hours to Date:** Approximately 16

**Accomplishments for week ending October 1, 2017**

1. *Gathered materials to be included in project budget and developed first draft of budget.*
2. *Edited project timeline within WBS to better reflect task durations and dependencies.*
3. *Developed first draft of project scope document.*

**Goals for week ending October 8, 2017**

1. *Edit project scope document and project charter to reduce redundancies.*
2. *Incorporate PM tasks within project WBS.*
3. *Consider engineer/PM “hourly rates” within project budget.*
4. *Estimate cost of materials for project budget.*
5. *Make edits to risk management plan, communications plan, quality management plan, and change management to reflect feedback received.*

**Issues:**

1. *It is difficult to estimate the costs of certain project materials/processes (ex. 3-D printing) to be included in the project budget. In addition, certain costs are unknown because they are dependent upon methodology decisions to be made after calculations and research are complete.*
2. *Rogue Irrigation Authority needs a better sense of all tasks necessary to complete their project, and how much time each task will take. This information will ensure a more accurate WBS and schedule.*