

From: Heather Makwinski, Kin San Lee – Playysports, Inc.
To: Mart Doyle
Subject: Weekly Progress Report – *September 23, 2016*

Period: *09/16/16-09/23/16*

Hours: *1* **Hours to Date:** *1*

Accomplishments for September 23, 2016

- 1) FINALLY received a response and one page summary from the project sponsor*
- 2) Made a large list of “wants” into a few specifics that could use the help of project management (i.e. took out the tings not relative to us – marketing ideas)*
- 3) Agreed upon email as the main form of communication*

Goals for September 30, 2016

- 1) Complete the work breakdown structure that will cover from now through December*
- 2) Finish scoping the project – started this process but is not complete as the idea of the project has changed multiple times*
- 3) Try to find more times during the week to meet with project sponsor – he was only available for a total of 10 minutes this week*

Issues:

- 1) The project sponsor has extremely limited availability – beginning to be less than 20 minutes per week – to discuss the project*
- 2) The project sponsor still seems to have the “you do this work and give it to me” state of mind*
- 3) Myself and the other project manager have little overlapping time where we are both available so it has become more of an individual assignment (i.e. – you do this document I’ll do this document). This is an ongoing issue and is something we are working on.*
- 4) Project sponsor does not seem to have any sense of urgency when it comes to deadlines. For example, the website for Playysports was supposed to launch weeks ago and still has not been launched*
- 5) Project sponsor has a third party involved in the mobile application development process who also has no sense of urgency*