**From:** *Team F*

**To:** MC Martin

**Subject:** Weekly Progress Report – *September 24*, 2017

**Period:** *09*/*10*/*17*-*09*/*24*/*17*

**Hours:** Approximately 12 H**ours to Date:** Approximately 12

**Accomplishments for week ending Month\_Day, 2017**

1. *Met with Rogue Irritation Authority and established parameters for working relationship*
2. *Wrote a Project Charter to be used both for MIS 3535 project binder and Rogue Irrigation Authority’s required deliverable*
3. *Created a draft of a WBS and schedule to be reviewed by Rogue Irrigation Authority’s project advisors*
4. *Met with Rogue Irrigation Authority to discuss requirements for RM plan, communications plan, change management plan and Quality management/assurance plan*
5. *Wrote drafts for all four docs listed above*

**Goals for week ending Month\_Day, 2017**

1. *Continue to gather requirements for quality management plan and make this document as complete as others*
2. *Review CM, RM, QM and Communications plans with Rogue Irrigation Authority to ensure accuracy*
3. *Gather requirements for scope document and discuss and budget doc*
4. *Review accuracy/feasability of WBS and schedule draft*

**Issues:**

1. *Rogue Irrigation Authority needs to get 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*