

**From:** *Green Team*  
**To:** MC Martin  
**Subject:** Weekly Progress Report – *March 31, 2019*

**Period:** *03/25/2019-03/31/2019*

**Hours:** 3 **Hours to Date:** 18

**Accomplishments for week ending March 31, 2019**

- 1) *Completed our RACI chart, stakeholder register, and communication plan*
- 2) *Worked on the draft risk management plan, quality management plan, and change management plan*
- 3) *Finalized our organization chart and budget*

**Goals for week ending April 7, 2019**

- 1) *Meet with BAs to make sure they have begun working on their prototype and are working on their other deliverables*
- 2) *Finalize our draft deliverables*
- 3) *Meet with Justin or the Professor Martin to look at our deliverables*

**Issues:**

- 1) *Trouble finding some examples of change management plans. Mostly having to make assumptions on what to add.*
- 2) *We didn't draft all the final documentation for the deliverables that we completed. We can create a schedule so documentation is created in our format.*