

From: Team 51 (Albert Semin, Joey Moreira, John Dinh)
To: MC Martin
Subject: Weekly Progress Report –September 30, 2018

Period: 09/23/18-09/30/18

Hours: 7 **Hours to Date:** 12

Accomplishments for week ending September 30, 2018

- 1) Held a meeting with Engineers to update them on documentation changes and updates (Communication Plan, Change Management Plan and Request, etc)
- 2) Scheduled a follow up meeting with the Engineering Team for next week
- 3) Improved drafts of our communications plan, quality plan, risk management plan, change management plan, etc.
- 4) Received high level WBS and Stakeholders Registry from Engineers
- 5) Started working on the detailed WBS

Goals for week ending October 7, 2018

- 1) Become more proficient with using Microsoft Project
- 2) Collect more information from Engineers regarding the project changes and progress
- 3) Update the project budget based on the new purchases made by Engineers
- 4) Go over documentation and WBS to make sure the Engineers and PMs are aware of the upcoming tasks in the project

Issues:

- 1) Time conflicts make it difficult to schedule follow up meetings
- 2) Slow start to the project with a lot of upfront documentation
- 3) Establishing and assigning responsibilities for the tasks on the project