**From:** Rhea Prabhu

**To:** Mart Doyle

**Subject:** Weekly Progress Report- *October 4, 2016*

**Period:** 10/29/16-11/04/16

**Hours: 5 Hours to Date: 19**

**Accomplishments for 10/29/16-11/04/16:**

1. Received results from Will regarding the Innovative Idea competition
2. Risk Management Plan and subsequent risk log (which will be further updated as the project rolls out and more must be tracked).
3. Communications Plan
4. Quality Management Plan

**Goals for** **10/29/16-11/04/16:**

1. List of stakeholders
2. Organization chart
3. Amend RACI chart with new tasks as they arise
4. Amend Change management plan as changes occur

**Issues**

1. Working with an extremely agile scope.