

From:Canada

To:MC Martin

Subject:Weekly Progress Report – 2/24/ 2019

Period:2/18/2019 – 2/24/2019

Hours:8 **Hours to Date:**8

Interview 1 – 1 hour 20 minutes

Kickoff Meeting – 40 minutes

Interview 2 – 1 hour 20 minutes

Problem Statement – 40 minutes

Communication Plan – 1 hour

Project Charter – 1 hour

Scope Document – 3 hours

Accomplishments for week ending February 24th, 2019

- Interview 1 & 2 - BAs & PMs
- Kickoff Meeting - BAs & PMs
- Project charter - PMs
- Communication plan - PMs
- Problem statement - PMs
- Scope Document - BAs & PMs

Goals for week ending March 3rd, 2019

- Business Rules
- Quality management Plan
- Change management plan

Issues:

- An abundance of other assignments and exams taking place this week prevented our team from thoroughly developing a quality management plan and a change management plan.

