

From: Canada

To: MC Martin

Subject: Weekly Progress Report – 2/24/ 2019

Period: 2/18/2019 – 2/24/2019

Hours:10 **Hours to Date:**18

Accomplishments for week ending February 24th, 2019

1. *Submitted first draft of scope document*
2. *Developed first drafts for problem statement, project charter, communication plan, stakeholder register, risk management plan, quality management plan, and change management plan*
3. *Completed second interview with stakeholders*

Goals for week ending March 17rd, 2019

1. Completed the stakeholders register, organizational chart, and RACI chart drafts.
2. Communicated with business analyst's goals for week of March, 18.

Issues:

1. Collaboration amongst project managers on assignments insufficient.