

From: Canada

To: MC Martin

Subject: Weekly Progress Report – 04/14/ 2019

Period: 04/07/2019 – 04/14/2019

Accomplishments for week ending April 14st, 2019:

Hours: 20 Hours to Date: 77

Change Management Plan – 2 hour

Change Request Plan – 1 hour

Risk Registrar – 1 hour

Risk management Plan – 2 hour

WBS - 4 hour

Presentation Slides – 5 hours

Prototype Development – 5 hours

Goals for week ending April 21th, 2019:

- Finalize Prototype
- Finalize Presentation
- Create Solution Video

Issues:

- WBS behind schedule due to the limited access to Microsoft Project.
- BAs cancelled last week's meeting due to scheduling conflict.