

Progress Report for Week Ending, March 25th

From: Ellen Ochoa (Nina Sjostrom, Andrew Min, Khuong Tang)

To: MC Martin

Subject: Weekly Progress Report – March 25th, 2018

Period: 03/19/18-03/25/18

Hours: 6 **Hours to Date:** 31

Accomplishments for week ending March 18, 2018

- 1) *Consult with the BA team on their progress.*
- 2) *Made edits to draft of RACI chart, org chart, and stakeholder register.*
- 3) *Work to finalize the WBS.*
- 4) *Make edits to the budget with the changes in WBS.*

Goals for week ending April 2018

- 1) *Meet with BA's and help with prototyping.*
- 2) *Help BA's with use cases and scenario.*

Issues:

- 1) *The inclement weather made meetings hard to schedule.*