

From: Bill Gates (Lauren Soentgen, Hung Dau, Cassidy Rimberg)

To: MC Martin

Subject: Weekly Progress Report – March 25, 2018

Period: 03/26/18-04/01/18

Hours: 11 **Hours to Date:** 58

Accomplishments for week ending April 1, 2018

- 1) BAs created personas.
- 2) BAs created business rules.
- 3) Finished RACI chart/fixed issues with RACI.
- 4) Created first draft of budget

Goals for week ending April 1, 2018

- 1) Have entire team (all BAs and PMs) meet to discuss progress.
- 2) Have a separate PM meeting to discuss plan for finishing project deliverables.
- 3) Have BAs finish data master.
- 4) Meet with documentation team to discuss edits from their professor.
- 5) Finish communications plan, scope document, stakeholder register, and budget.

Issues:

- 1) PMs are focused on studying for exam 2, which is taking time away from project deliverables.