

**From:** Bill Gates (Lauren Soentgen, Hung Dau)  
**To:** MC Martin  
**Subject:** Weekly Progress Report – April 15, 2018

**Period:** 04/09/18-04/15/18

**Hours:** 15    **Hours to Date:** 82

**Accomplishments for week ending April 15, 2018**

- 1) Finished organization chart and stakeholder list.
- 2) Finished risk register.
- 3) Met with BAs to discuss professor edits of their work.
- 4) Continued to make edits to budget.

**Goals for week ending April 22, 2018**

- 1) PMs and BAs need to meet as an entire team to go over prototype and documentation.
- 2) Have BAs finish prototype and documentation.
- 3) Finish budget and WBS.
- 4) Continue editing the communication plan and change management plan.

**Issues:**

- 1) One PM has officially left the class, which means two PMs will have to do an increased amount of work.