

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

To: MC Martin

Subject: Weekly Progress Report – April 8, 2018

Period: 04/02/18-04/08/18

Hours: 9 **Hours to Date:** 67

Accomplishments for week ending April 8, 2018

- 1) Finished change request form and change plan.
- 2) Created risk register.
- 3) Finished communications plan.
- 4) Continued to make edits to budget.

Goals for week ending April 8, 2018

- 1) PM meets with documentation team to discuss progress on documentation.
- 2) Have a separate PM meeting to discuss plan for finishing project deliverables.
- 3) Completely finish change management, communication management, and risk plan.
- 4) Finish budget and WBS.

Issues:

- 1) BA documentation team has needed more assistance with their work, so the prototype has been taking a back seat.