

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

To: MC Martin

Subject: Weekly Progress Report – March 25, 2018

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

Hours: 10 **Hours to Date:** 47

Accomplishments for week ending March 25, 2018

- 1) Finished most of the WBS.
- 2) Prototype team started their prototype and have created 3 pages.
- 3) Finished three use cases.
- 4) Increased participation and communication between PMs and BAs.
- 5) Assigned roles for team members.

Goals for week ending April 1, 2018

- 1) Have documentation team meet with professor for scope edits.
- 2) Finish scope document.
- 3) See updated outline of prototype, with at least one additional page since last meeting.
- 4) Meet with documentation team to review documents they have so far (use cases, scope, and business rules).
- 5) Completely finish the WBS, project charter, budget, and RACI.
- 6) Continue working on communication plans, change management plan, and problem statement.

Issues:

- 1) BAs and PMs are still having a struggle finding times to meet with everyone's schedule. The BAs have not met as a complete team yet.
- 2) Because of the snowstorm, a lot of the meetings between BAs and PMs had to be cancelled.