

**From:** Matt Leaver, Doyle 07 – Jaas, Inc.  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – September 23, 2016

**Period:** 09/05/16-09/23/16  
**Hours:** 5 **Hours to Date:** 10

### **Accomplishments for September 23, 2016**

- 1) *Established and verified WBS, MS Project file, problem statement, and project charter (mostly) with engineers. Project charter is still incomplete and then has to be taken to the engineers' advisor to be signed as well.*
- 2) *Scoped all deadlines and necessary tasks, established due tasks next week, assignments, and a timeline of what they have to get done per week to stay on track. This also included creating a milestone of 11/18/16 for our preliminary "completion" of the project so they can troubleshoot.*
- 3) *Established project plans. Gathered general risks, 1) breakage of parts, 2) timing. Established that changes to the scope are not really likely. Communications break down into a google drive, email, text, weekly meetings, and meeting minutes.*
- 4) *Completed a status update for the previous week, moved some deadlines around and adjusted accordingly. Sent them what's due next week and who's responsible for each task.*
- 5) *Engineers provided us with their project documents (proposal, problem statement, original schedule, syllabus, and more).*
- 6) *Engaged in detailed explanation from the engineers on the product so we could understand the project.*

### **Goals for September 30, 2016**

- 1) *Finish project charter and get it signed.*
- 2) *Make sure the engineers stay on track with the 6 tasks due by next week.*
- 3) *Refine the MS Project file of project.*
- 4) *Meet with faculty advisor.*
- 5) *Finish project plans in documented form (Risk, Communication, Quality).*

### **Issues:**

- 1) *Deadlines are varying. Project relies on many variables to see if a task can be completed on time or not.*
- 2) *Partner PM from Messina's schedule has been behind my schedule as far as what class work is due, causing unbalanced priorities in what work needs to be completed.*
- 3) *Putting MS project file together properly. There's a lot that can go into Project that has made the current version decently rough. Also, my partner PM has not done any MS Project work yet because of his inability to get MS Project on his computer, so the load has fallen on me.*