**From:** *Red*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 24*, 2019

**Period:** *03/17/19-03/24/19*

**BA Hours:** 2  **PM Hours:** 2 **Hours to Date:** 18.5

**Accomplishments for week ending March 24, 2019**

1. *Completed RACI Chart*
2. *Began, and established a WBS draft*
3. *Main functionalities of the final solution have been established*
4. *Completed Organization Chart*

**Goals for week ending March 31, 2019**

1. *Complete final WBS*
2. *Complete final budget*
3. *Begin creating framework of final solution (BA Team)*
4. *Create 3 personas along with 3 scenarios to display key characteristics of the solution (BA Team)*

**Issues:**

1. *BA team has spent minimal time working with Justinmind and will need time getting familiar with the software.*
2. *As a result of not fully understanding Justinmind, it will be difficult for the BA team to establish realistic scenarios for each persona.*