**From:** *Red*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 31*, 2019

**Period:** *3*/*24*/*19*-*3*/*31*/*19*

**BA Hours:** 5   **PM Hours:** 2   **Hours to Date:** 25.5

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

1. *Completed final WBS*
2. *Completed draft budget*
3. *Began creating framework of final solution (BA Team)*
4. *Created 3 personals along with 3 scenarios to display key characteristics of the solution (BA Team)*

**Goals for week ending April 7, 2019**

1. *Revise risk management plan - editing and changing the initial drafted plan*
2. *Revise quality management plan - editing and changing the initial drafted plan*

**Issues:**

1. Microsoft Project cannot be found in the store, so school computers must be used to complete WBS.
2. Project solution is still being altered and continues to be updated as new information is found.