**From:** *Red*

**To:** MC Martin

**Subject:** Weekly Progress Report – *March 2*, 2019

**Period:** *02*/*24*/*19*-*03*/*02*/*19*

**Hours:**  *3*  **Hours to Date:** 12

**Accomplishments for week ending March 3, 2019**

1. *Create at least 3 more questions for the next interview- The team created 10 questions for Interview #3 (on 2/26) to gain a better understanding of project requirements*
2. *Complete draft of risk management plan (part of planning stage)*
3. *Complete draft of change management plan (part of planning stage)*
4. *Complete draft of quality management plan (part of planning stage)*

**Goals for week ending March 10, 2019**

1. *Update and edit stakeholders register (Adding in details about the Robert Wood Johnson Foundation and users from interview 2 & 3, respectively)*
2. *Identify and assign project roles (Justinmind team, documentation team, etc.)*
3. *Assist BA team in understanding project requirements, and continue to help them develop a plan for the solution.*

**Issues:**

1. *We could not identify and assign project roles (Justinmind team, documentation team, etc.) this week because the team is in the process of completely identifying and understanding the project requirements from all 3 interviews*