

From: Golda Meir
To: MC Martin
Subject: Weekly Progress Report – *February 11, 2018*

Period: 02/05/2018-02/11/2018

Hours: 4 hours **Hours to Date:** 4 hours

Accomplishments for week ending February 11, 2018

- 1) Met with all the business analyst to discuss plans and answer any questions they had
- 2) Made first draft of risk management plan, communication plan, quality management plan, and change management plan
- 3) Started working on scope document

Goals for week ending February 11, 2018

- 1) Meet with BA's again to discuss progress
- 2) Continue editing all our draft plans
- 3) Work on completing the draft of the scope document and WBS
- 4) Have at least one PM attend interview on 2/13

Issues:

- 1) Having trouble advising BA's on how to proceed with project because we lack information and are not clear on all objectives