**From:** *Team I*

**To:** Marie-Christine Martin

**Subject:** Weekly Progress Report – *September 24*, 2017

**Period:** *09*/*11*/*17*-*09*/*24*/*17*

**Hours:** *PM team: 7 hours; Emerging team: 8 hours*  **Hours to Date:** *7 hours*

**Accomplishments for week ending September\_24, 2017**

***PM***

*1)* Final version of Project Charter - first draft detailing the project and listing objectives and goals

*2)* First draft of Communications Plan - first draft of document laying out purpose and objectives for communication

3) Change Management Plan - first draft detailing who submits and reviews changes

4) Quality management plan - first draft of documenting objectives, how they will be achieved and how to measure performance

***Emerging team***

*1)* First draft of new launching system - testing structure/safeness of beginning launch of roller coaster

**Goals for week ending October 1, 2017**

***PM***

1. First draft of the scope document - objectives assumptions and constraints
2. First draft of budget - detailed list of budget items
3. First detailed draft of WBS - document start and end dates and updating task list.

***Emerging team***

*1)* Second draft of new launching system. - FIx any issues from the first draft.

*2)* First draft of new track. -New design of track which fit the new launching system.

*3)* First draft of new cart. -New design of cart which fit the new launching system.

**Issues:**

*1)* *Communication issue. PMs have a hard time to physically meet with emerging team.*