From: *Ka Bom Designs*
To: Mart Doyle
Subject: Weekly Progress Report – *October 21*, 2016

Period: *10/14/16-10/21/16*
Hours: *7*   **Hours to Date:** *37*

Accomplishments for *October 21*, 2016

1) *PM's began work on the website prototype in lieu of the team members participation this week.*
2) *Sent out weekly status reports for the team members to fill out*
3) *Raci chart construction*
4) *New strategy for the WBS and project schedule was created.*

Goals for *October 28*, 2016

1) *Get the entrepreneurs of the team to takeover the website and work on the prototype.*
2) *Introduce the new strategy for scheduling the project*
   a. *The PM's have created an idea of breaking the project into two sub-projects and dividing the work between the entrepreneurs.*
      i. *One will work on one half, and the other will work on the second half. The PM's will be assigned to manage one of the entrepreneurs and they will report back to each other to piece together the project as a whole.*
      ii. *Dividing the project into two sub-projects will make it more time efficient and the plan is to divide and conquer - keeping communication channels as open as possible with much transparency is a must.*
3) *Meet face to face during the week so we can discuss the website prototype and introduce new project scheduling plans.*

Issues:

1) *We were unable to meet this week at all - no face to face and no team conference call as we did in the past weeks.*
2) *Got a bit of resistance from the entrepreneurs of the team - They claim they had too much to do this week (this project is their side job). They were unable to complete any work this week, so we will need to work even harder moving forward to meet our deadline.*
3) *We need to begin pushing deeper into the execution of the project if we want to maintain on schedule for the project; any buffer time we may have had is now used up as this week is virtually a wash.*
4) *PM's should not have to be making the website prototype, they need to get the entrepreneurs to increase their sense of urgency and begin working on the project tasks.*