**From:** KwiqWork Project

**To:** Mart Doyle

**Subject:** Weekly Progress Report – November 18, 2016

**Period:** 11/11/16 – 11/18/16

**Hours**: 3  **Hours to Date**: 35

**Accomplishments for November 18, 2016**

*Alex and I drafted better project charter material, with updated scope, work-breakdown structure, and a schedule, while also polishing up our plans of risk, communications & change management. We realized we will not need an RACI Matrix as our simple project work structure doesn’t permit. Alex and I have worked on everything together so far.*

**Goals for December 2, 2016**

*We hope to hear back from Zahmir before the holiday, in hopes of somehow stringing something together based off his particular insight. Alex and I will both continue to finalize our documentation for the project.*

**Issues:**

*Still having no communication from Zahmir, we are continuing to draft the project to the best of our abilities, considering the first steps he will need to take to lay as groundwork and be able to develop an application in the future.*