

From: Doyle 04
To: Mart Doyle
Subject: Weekly Progress Report – *September 30, 2016*

Period: 9/23/16-9/30/16

Hours: 4 **Hours to Date:** 14

Accomplishments for *September 30, 2016*

- 1) Further breakdown schedule and preparing for the project proposal review
- 2) Received some estimates regarding the budget and hours spent to complete various tasks
- 3) Completed problem statement, scope document, risk management, and quality management plan.

Goals for October 07, 2016

- 1) Establish daily communication with the engineers regarding daily tasks.
- 2) Finish creating the project schedule and WBS for the team.
- 3) Complete the project charter documents.
- 4) Having a successful review to minimize the amount of changes needed.

Issues:

- 1) We need more information to be able to break down the tasks into smaller chunks for our WBS.
- 2) Time estimates are still hard to figure out so we may have to pick an educated guess on how long it will take for a particular task to be completed.
- 3) Need to finish creating the overall project schedule and establish milestones for the project.