

From: Team 2, Piezoelectric Pacemaker Project
To: Mart Doyle
Subject: Weekly Progress Report – September 23, 2016

Period: 09/05/2016 – 09/23/2016
Hours: 12 **Hours to Date:** 12

Accomplishments for September 23, 2016

- 1) *We met the engineering team in-person and scheduled a weekly project meeting.*
- 2) *We created communication channels between the project management team and the engineers. We created GroupMe chats, a project-specific Gmail account, and a shared Google Drive folder.*
- 3) *We drafted a project scope, project charter, work breakdown structure, and problem statement.*
- 4) *The engineers sent us information about the project via an official project requirements document, their website, and their resources requirement document.*
- 5) *We clarified our roles and responsibilities within the project and helped the engineers realize the urgency of efficient project management.*

Goals for September 23-30, 2016

- 1) *Finalize the project charter and receive the engineers' signatures.*
- 2) *Finalize the WBS and verify it with the engineers.*
- 3) *Complete our risk management plan, communications plan, quality management plan, and change management plan.*
- 4) *Create a schedule and assign tasks to the engineers.*

Issues:

- 1) *It has been really difficult keeping the engineering team focused. The meetings are unorganized.*
- 2) *The engineers understand that they have little time to complete their project, and they're panicking. However, they won't let us help them create a formal plan.*
- 3) *One of our PMs is in Messina's class, and he hasn't been helpful. He claims that Messina's schedule is behind Doyle's, and that is why he hasn't been able to contribute.*
- 4) *The PM team is learning how to effectively manage projects while trying to lead a project. Our inexperience has created confusion between us and may have decreased our credibility with the engineering team.*
- 5) *Conflicting schedules have hindered collaboration.*