

From: *Mission Control (Yu Zhou and Alan Divver)*
To: MC Martin
Subject: Weekly Progress Report – September 24, 2017

Period: *09/18/17-09/24/17*
Hours: *7.5*

Accomplishments for week ending 9/24, 2017

- 1) Developed a first draft risk management plan, communications plan, quality management plan, and change management plan*
- 2) Revised charter and problem statement to reflect discussions with engineer team*
- 3) Established regular communication with engineering team*
- 4) Begin working on scope/budget/project schedule*

Goals for week ending 10/1, 2017

- 1) Develop a first draft of the scope, budget, and schedule for the engineers*
- 2) Work with the engineering team to begin developing their design*
- 3) Develop a WBS with the team to help assign work*

Issues:

- 1) Communication has been established but it is a bit narrow in order to facilitate more efficient discussions, with one member of each engineering team acting as spokesman. While this makes it easier to arrange meetings and discussions, it could cause a bottleneck of information with other member perspectives not reaching us.
In addition, the short turn around between the four plans deliverable and the scope/budget/schedule deliverable puts a bit of a squeeze on our schedule.*
- 2) We had no goals for the past week that we did not meet.*