

**From:** *Thirsty West House Publishing – Brandan Mackowsky and Urvesh Patel*  
**To:** Mart Doyle  
**Subject:** Weekly Progress Report – *Dec 02, 2016*

**Period:** *11/19/2016-12/02/2016*  
**Hours:** 5   **Hours to Date:** 65

**Accomplishments for Dec 02, 2016**

- 1) Josh completed his application for business legalization and has made contact with a lawyer to discuss the procedure.
- 2) Started to incorporate excel files into MS Project for its final review.
- 3) Determined a Change Management plan is not required in Josh's business setting as of now.

**Goals for Dec 07, 2016**

- 1) Continue revising the budget to accurately reflect Josh's growth plan.
- 2) Begin the transition plan so that Josh has direction as Brandan and Urvesh close out the project on our end.
- 3) Finalize all documents so that they are fully ready to be shared in Monday's class.
- 4) Draft a presentation to go over key documents with Josh.

**Issues:**

- 1) Revising the budget proved fairly difficult and continued over to this week as we finish up the project for the transition period.
- 2) Some documentation for the final project binder may not be applicable to our project and we are looking for supplements for this files. This is an issue that carried over from last week as well as we are still addressing it.