

From: Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.
To: Mart Doyle/Messina
Subject: Weekly Progress Report – *November 11, 2016*

Period: *11/5/16-11/11/16*

Hours: 2 **Hours to Date:** 9.5

Accomplishments for November 11, 2016

- 1) *Project sponsor came to the realization that he only has a few more weeks with us, which made him more aware of what would be in scope and out of scope in our meetings to make the most of our limited time with him.*
- 2) *Created the project charter/scope document and made edits to it during our meeting with the project sponsor.*
- 3) *Received some really great feedback from Courtney on how to move forward with our budget with our time estimates being in weeks/days and not in hours.*
- 4) *Verified the date for the second iteration is still November 30th, even with the initial setbacks*

Goals for November 18, 2016

- 1) *Create an accurate WBS based off of the new information from the sponsor*
- 2) *Add to and edit the risk plan and registry*
- 3) *Make sure project sponsor looks at the change management plan and log as this was the most important item to him and we need his feedback on a few of the items.*

Issues:

- 1) *Project sponsor tends to forget to look at documents we send him to look at, even when he says he will*
- 2) *Still difficult to meet as a team of project managers – working on this.*