

From: Heather Makwinski, Kevin Hamilton, Kin San Lee – Playysports, Inc.
To: Mart Doyle/Messina
Subject: Weekly Progress Report – *October 21, 2016*

Period: *10/15/16-010/21/16*

Hours: .5 **Hours to Date:** 5.5

Accomplishments for October 21, 2016

- 1) *Expressed concern of project to Doyle and Courtney*
- 2) *Received a new date of when the site will go live*
- 3) *Worked to create communication plan and change management plan*

Goals for October 28, 2016

- 1) *Get first iteration to go live (still)*
- 2) *Begin to create the summary pages for each of the items in our binder since we cannot move forward with most of the other documents*
- 3) *Continue to check in with sponsor until the website goes live*

Issues:

- 1) *It is hard to create the majority of the documents without the needed details/information from the sponsor*
- 2) *Still need better communication with the sponsor*
- 3) *First iteration of the website still has not gone live – our sponsor does not want to move forward with anything until the first iteration actually goes live. We are still stuck in a stand still here.*