From: Green Team
To: MC Martin
Subject: Weekly Progress Report – March 31, 2019

Period: 03/25/2019-03/31/2019
Hours: 3  Hours to Date: 18

Accomplishments for week ending March 31, 2019

1) Completed our RACI chart, stakeholder register, and communication plan
2) Worked on the draft risk management plan, quality management plan, and change management plan
3) Finalized our organization chart and budget

Goals for week ending April 7, 2019

1) Meet with BAs to make sure they have begun working on their prototype and are working on their other deliverables
2) Finalize our draft deliverables
3) Meet with Justin or the Professor Martin to look at our deliverables

Issues:

1) Trouble finding some examples of change management plans. Mostly having to make assumptions on what to add.
2) We didn’t draft all the final documentation for the deliverables that we completed. We can create a schedule so documentation is created in our format.