

**From:** Team C, Liwei Yi, Crystal Van & John Kumpf  
**To:** MC Martin  
**Subject:** Weekly Progress Report – September 24, 2017

**Period:** 09/11/17-09/24/17

**Hours:** 10 **Hours to Date:** 10

### **Accomplishments for week ending October 1, 2017**

- 1) *We were able to meet with our team and discuss their project in depth- We found a day and time of the week to meet with our team.*
- 2) *We have a solid foundation for our WBS- We started to map out the schedule of the project.*
- 3) *We created the following documents:*
  - a. *Risk management Plan- We documented risks associated with our group's project*
  - b. *Quality Management Plan- We documented what in our project needs to be over looked to be successful*
  - c. *Communications Plan- We documented how we will provide proper communication throughout the project*
  - d. *Change Management Plan- We documented what needs to happen when there is a change in the project and/or scope.*

### **Goals for week ending Month\_Day, 2017**

- 1) *To build a budget- We need to build a budget for the engineers to follow to ensure they do not spend more than they have.*
- 2) *Build a scope document- Finalize the scope in order to keep the engineer group focused throughout their project.*
- 3) *Create a change request template- Make a template for the project members to fill out and either be approved or not approved by the project managers.*
- 4) *Finalize our WBS- We need to finalize the WBS to map out the schedule of the project to keep the engineer group on pace for a successful project.*

### **Issues:**

- 1) *The engineer group is still in the process of researching and developing their project, making it difficult for us to form some of our deliverables.*