

From: Noah Gottlieb and Tym Rabchuk
To: MC Martin
Subject: Weekly Progress Report – *October 15th, 2017*

Period: 10/08/17-10/15/17

Hours to Date: 27

Accomplishments for week ending October 15th, 2017

- 1) *Developed drafts of Org chart, Stakeholder register, and RACI Chart.*
- 2) *Met with project sponsor and received feedback on documentation.*

Goals for week ending October 22nd, 2017

- 1) *Get work package times from project delivery team to enhance our work breakdown structure*
- 2) *Clarify project procedure methods and add them to the work breakdown structure*

Issues:

- 1) *Project delivery team has not allocated time to work packages yet, and seem reluctant to do so*
- 2) *Project delivery team does not fully understand the procedure methods of the project*