

From: *Green Team*

To: MC Martin

Subject: Weekly Progress Report – *March 17, 2019*

Period: *3/11/19-3/17/19*

Hours: 2 **Hours to Date:** 9

Accomplishments for week ending March_17, 2019

- 1) *Revised scope document based on feedback*
- 2) *Completed draft for RACI chart*
- 3) *Finalized project charter, communications plan, organizational chart, stakeholder register, and problem statement.*

Goals for week ending March_24, 2019

- 1) *Complete draft WBS*
- 2) *Create draft budget*
- 3) *Meet with BAs to see how prototype is moving along and provide feedback*

Issues:

- 1) *An issue we are having is organizing the deadlines and due dates for assignments and project components*
- 2) *One of our goals for last week was to find a more consistent meeting time, but due to the schedules of the BAs and the PMs it was not possible to find a meeting time that everyone could attend.*