

From: PMPM

To: MC Martin

Subject: Weekly Progress Report – *March 15th, 2020*

Period: 3/2/20 - 3/15/20

Actual Hours:

Daniel Moy: 2 hours

Jake Pomeroy: 2 hours

Michael Manieri: 1.5 hours

Nguyen Pham: .75 hours

Hours to Date:

Daniel Moy: 8.5 hours

Jake Pomeroy: 8.5 hours

Michael Manieri: 8 hours

Nguyen Pham: 5.25 hours

Accomplishments for week ending March 115, 2020

- 1) *Schedule* - made final adjustments and submitted schedule
- 2) *Budget* - completed budget template, will make any adjustments when schedule feedback is received

Goals for week ending March 22, 2020

- 1) *Change Management Plan* - finish change management plan
- 2) *Website* - begin website development, focus on menu and page structure

Issues:

1) Provide a brief explanation of any issues that you have which are having an impact on your project.

No issues

2) If last week you had a goal that you planned to accomplish this week, but you failed to accomplish that goal, here would be a good place to explain why you didn't achieve that goal.

Meant to finish change management plan, but moved to next week. Prioritized working on budget instead and some uncertainty due to classes moving online instead