**Progress Report**

**Date**: 1/3/2018 – 1/12/2018

**Total Hours**: 60 Hours

**Consultant**: Beimar Medina

Accomplishments This Week

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| 1. Developed new site architecture for the organization intranet |
| 1. Established a clear hierarchy of permissions using SharePoint best practices |
| 1. Migrated the following Grafton Sites (SharePoint 2007) to SharePoint Online    1. 5S Projects    2. Continuous Improvement    3. Energy Reports    4. Engineering    5. Facility Engineering    6. Finance    7. Furnace Integrity Team    8. Instrument Services    9. Maintenance    10. Manufacturing    11. Material    12. Material Pass Through    13. Planning    14. Process Engineering    15. Purchasing    16. Quality    17. Sales    18. Surface |

Goals for next week

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| 1. Finalized the migration of the Grafton Sites |
| 1. Start the migration of the Houston Site    1. Design and Analyze the Houston Site    2. Develop new Site Architecture for the Houston Site    3. Migrate the Houston content to the New Site |
| 1. Start the migration of the Worcester Site    1. Design and Analyze the Worcester Site    2. Develop new Site Architecture for the Worcester Site    3. Migrate the Worcester content to the New Site |
| 1. Start the migration of the Millbury and other Sites    1. Design and Analyze the Millbury and other Sites    2. Develop new Sites Architecture for the Millbury and other sites    3. Migrate the Millbury content to the New sites |

Issues or Concerns: None