**Biweekly status report**

**Charaf Lachouri**

**4/1/2023**

I think the last two weeks of my personal progress on our project were pretty productive, in the following steps I will try to break down what we have achieved so far on personal level :

**Week 10 March 22, 2023**

* I went over chapters 9 and 10 of “Fundamental of Project Management”.
* I’ve attended the lecture, and we talked about the following points:
  + Project control and evaluation.
  + Change control process.
  + Reviewed project plan examples.
* I’ve attended group members in-class meeting and we discussed the following points:
  + We discuss requirements remaining for the project plan due two weeks from now.
  + Went over requirements.
  + We Took note of what we have and what we need.
  + We worked on the exit criteria portion of the project plan.
* We followed “mission accomplished” example.
* We built out missions and exit criteria.

**Week 11 March 29, 2023**

* I went over chapters 12 and 13 of “Fundamental of Project Management” and part 1 and 3 of “The First Time Manager”. As well as the week 11 lecture notes made by the professor.
* I’ve attended the lecture, and we went over the following points of the Project Plan:
* Problem statement
* Project mission
* Project objectives (S.M.A.R.T)
* Project work requirements
* Exit criteria
* Work breakdown structure
* Schedules (milestone and working)
* Required resources
* Control system
* Risk areas with contingencies
* I’ve attended group members in-class meeting and we discussed the following points:
  + We went over our project plan items.
  + We worked on the work breakdown structure.
  + We moved the risk assessments into the Exit Criteria doc, which will end up growing into the Project Plan.
  + We exported the Working Schedule from Open Project to add into the Project Plan.
  + We Finished up the Project Plan on Friday 3/31/2023 and it is ready to be submitted.