**Name:** Emily W.

**Title: Contractor**

**Organization:** CFPB

**Goal:** Summary of what they want to accomplish in relation to the research question

* Weekly Status Report should be simple, provide details as needed
* Weekly Status Report should reflect what the risks are, why status changes
* PM reporting should be automated, Project Managers should be able to make updates easily
* Project status and health should be reflected on Weekly Status Report
* Dashboard should have timelines and risk levels

**Additional Descriptive Information:**

Summary of the interview findings: main points, interesting insights, items you might want to follow up on later

* Resource gaps can happen if new people are needed, people leave, etc.
* Identifies R&I, escalation needs, gate review schedules, etc.
* Unstructured comments section of \_\_\_ not helpful
* Comments section in Weekly Status Reports not always helpful
* Prefers milestones and R&I are tied together
* Make sure information cannot be changed by more than one person at the same time, this is an issue with the drive
* Management needs to see why projects are in trouble, portfolio for all projects
* Lack of centralization is an issue
* Sprint information can be added to the Weekly Status Report, list of sprints are not descriptive enough
* People information can be added to the Weekly Status Report
* CR Status Report form is more descriptive

**Quotes**

Add 5-6 key quotes that illustrate the interview subjects biggest “wow” moments, illustrative quotes for their standpoints

* The weekly status report is bulky and irrelevant.