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| **Project Name** | Healix.com 006 |
| **Document Type** | Project Status Report |
| **Draft** | Draft 1 |
| **Date** | 20.02.2024 |
| **Week Number** | 01 |
| **Blue** | **Completed** |
| **Red** | **Attention required** |
| **Amber** | **On-going** |
| **Green** | **On Track** |

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|  | Summary |
| Work Completed | PM's:   * Trello Board Updated * Week 1 PSR submitted. * Team’s daily report is share on WhatsApp group.   BA's:   * Low Level Requirement added Trello. * Gap Analysis Conducted * BA work Plan updated. |
| Work in progress | List all the Deliverables for Week 1. eg   * Work breakdown Structure * Hold Meeting to identify & Assess Risk * Compile a Project Stakeholder Register * Create Scope document * Compile the RAID Log & lessons Learnt document |
| *Planned key milestones, activities for the next week* | * Ensure All week 1 deliverables are met * Ensure Healix.com 006 project have been reviewed and signed off by Programme Manager * Trello Board updated * Ensure PMO shares Weekly report on Basecamp * Submit your week 1 Project Status Report (To be done by the PMO and signed off by the PM |
| Status Overview | Week 1 Deliverables as submitted, signed off and approved. |

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| Deliverables expected for this week | Have you completed this? Yes / No | If complete, do you need to receive feedback? Yes / No | Owner |
| Setting up Trello and invite team members |  |  | PM |
| Setting up WhatsApp and link shared on Basecamp |  |  | PM |
| Hold the risk meeting to identify & asses risk |  |  | PM/BA |
| Compile project stakeholder register |  |  | PM |
| Compile raid log and lessons learnt document |  |  | PM/BA |
| Conduct Gap Analysis |  |  | BA |
| Create a project scope document. |  |  | BA |

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| Risk Description | Mitigation plan | Owner | RAG Status |
| Deliverables might not be completed for Week 1 due to as some team members missing the meeting | Follow up with team members 5 mins after meeting commences. When quorum is formed, proceed with meeting agenda | PM | **Completed** |
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| 1 | Haske Agabi - Program Manager | 20.02.2024 |  |

Attach any additional documentation.

Office Use Only: