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| **Project Name** | Healix.com 006 |
| **Document Type** | Project Status Report |
| **Draft** | Draft 1 |
| **Date** | 10.04.2024 |
| **Week Number** | 8 |
| **Blue** | **Completed** |
| **Red** | **Attention required** |
| **Amber** | **On-going** |
| **Green** | **On Track** |

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|  | Summary |
| Work Completed | PM's:   * Ensure everyone is added on the Azure board * Ensure all requirements are added on the board * Join the Sprint planning meeting * Update the Trello Board * Submit PSR * Ensure there are updates from the developer * Send in Assessment for Week 8   BA's:   * Work with Developer to validate requirements * Align all documents with the developer * Join the Sprint planning meeting * Support the development team * Conduct a 45 Min team activity with the entire team   Developer   * Understand the scope document * Conclude design with Bas * Validate Process Maps * Validate User stories and acceptance criteria * Add everyone on the Azure board * Conduct Sprint planning meeting for Sprint 1   Tester   * Validate test cases * Validate UAT document * Groom Team members on how to conduct UAT * Prepare test documents for Sprint 1. |
| Work in progress | List all the Deliverables for Week 8   * Sprint Planning Process * Update Trello and Azure board * PSR updated * Validating Process Maps * Validate test cases and UAT |
| *Planned key milestones, activities for the next week* | * Ensure All week 8 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 8 Project Status Report. |
| Status Overview | Week 8 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 | Yes | No | PM |
| Ensure all requirements are added on the board | Yes | No | PM |
| Validate User stories and acceptance criteria | Yes | No | PM/BA |
| Conduct a 45 Min team activity with the entire team | Yes | No | PM |
| Support the development team | Yes | No | PM/BA |
| Join the Sprint planning meeting | Yes | No | PM/BA |
| Conduct UAT | Yes | No | BA |

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| 1 | Haske Agabi - Program Manager | 10.04.2024 |  |

Attach any additional documentation.

Office Use Only: