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| **Project Name** | Healix.com 006 |
| **Document Type** | Project Status Report |
| **Draft** | Draft 2 |
| **Date** | 20.02.2024 |
| **Week Number** | 02 |
| **Blue** | **Completed** |
| **Red** | **Attention required** |
| **Amber** | **On-going** |
| **Green** | **On Track** |

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|  | Summary |
| Work Completed | PM's:   * Trello Board Updated * Project Proposal * Project brief   BA's:   * Created User stories. * Requirement workshop agenda. * Requirement gathering personas |
| Work in progress | List all the Deliverables for Week 2. E.g   * Project Proposal * Project brief * Created User stories. * Requirement workshop agenda. |
| *Planned key milestones, activities for the next week* | * Ensure All week 2 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 2 Project Status Report. |
| Status Overview | Week 2 Deliverables as submitted, signed off and awaiting approval. |

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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 |
| Setting up WhatsApp and link shared on Basecamp | No | No | PM |
| Hold the risk meeting to identify & asses risk | Yes | Requested to work on it and make it SMART | PM/BA |
| Compile project stakeholder register | Yes | No | PM |
| Compile raid log and lessons learnt document | Yes | Requested to work on it and make it SMART | PM/BA |
| Conduct Gap Analysis | Yes | Outline action plan | BA |
| Create a project scope document. | Yes | No Go live date | BA |

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| Risk Description | Mitigation plan | Owner | RAG Status |
| Scope creep-Requirements or changes are introduced during the project leading to increased complexity | maintain open and transparent communications with the stakeholders, ensure their expectations are managed | Project Sponsor | In progress |
| Potential failure to adhere to relevant laws, regulations or organizational policies during the creation and operation of the website | Keep abreast of relevant laws, regulations and industry standards pertaining to website development, data protection and cybersecurity. Follow established best practices and guidelines for data protection, accessibility, cybersecurity and intellectual property rights. | Project Manager | In progress |
| Payment delays- This could result in cash flow being affected and no project financial stability | Invoice and Billing Processes: Establish efficient and accurate billing processes.  Implementing automation or using accounting software can help with these processes.  Terms and Conditions clearly stated: Due dates, late payment fees, incentives for early payment should be clearly stated in contracts or signed agreements. | Project Manager | In progress |
| Data security breach- Data breach and unauthorized data access which can compromise patient information and damage the reputation of the training institution | Identify and Contain: Find the source and the extent of the damage of the breach.  Taking actions as soon as possible to prevent access of unauthorised access to the sensitive data.  Informing Affected Individuals: Individuals who have been affected by the data breach should be provided with clear and concise information about the security breach, the potential impact, steps they can take to protect themselves.  Communicating transparently with stakeholders to help rebuild trust after security breach.  Limited access to the back-end code, Signed NDAs | Software developer | In progress |
| Costing error  This can result in: In accurate cost estimation leading to budget shortfalls | We can review past similar projects: analyse and identify similar patterns.  Reviewing and updating cost estimates as the project progresses | Project Manager | In progress |
| Use Friendliness for admin user-  This can result in: Unable to navigate through the website which can lead to abandoning the website and focusing more on in person interactions | Ensuring that proper information and requirements are gathered from the stakeholders to fit specific/functional requirements of the stakeholder | Project Manager | In progress |
| the hospital's database can be breached by hackers through the website | Vulnerability tests and penetration tests must be carried out and clearance gotten from QA team 2 weeks before the website goes live. | IT software development | In progress |
| Non compliance to the data privacy  This could result in: Potential failure to adhere to relevant laws, regulations or organizational policies during the creation and operation of the website | Keep abreast of relevant laws, regulations and industry standards pertaining to website development, data protection and cybersecurity. Follow established best practices and guidelines for data protection, accessibility, cybersecurity, and intellectual property rights. Keeping to the country’s data Protection Plan with storing the information within the regulatory |  |  |

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| 1 | Haske Agabi - Program Manager | 27.02.2024 |  |

Attach any additional documentation.

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