## **Weekly Project Plan & Progress Report**

**Project Name:** Safe Water Access and Child Mortality  
**Week:** on21July2025 — on25July2025  
**Team Lead:** Yvette  
**Team Members:** Yvette, Janviere, Solange, Josiane  
**Reporting Date:** on22July,2025

### **Weekly Overview**

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| --- | --- | --- | --- | --- |
| **Day** | Solange | Yvette | Josiane | Janviere |
| **Monday** | Planned Tasks:  -Sketch dashboard layout, define key metrics and page flow. | Planned Tasks:  - Finalize cleaned visuals for dashboard use. | Planned Tasks:  - Write methodology: data sources, cleaning, and filtering steps. | Planned Tasks:  - Write an introduction: WASH importance and project goal. |
| Accomplished Tasks:  - Still in progress | Accomplished Tasks:  - Still in progress | Accomplished Tasks:  - Still in progress | Accomplished Tasks:  - Still in progress |
| **Tuesday** | Planned Tasks:  - Start adding visuals to the dashboard (charts, maps)  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Make dashboard interactive with filters (region, year).  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Write the findings section using insights from visuals.  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Describe each chart in the visualizations section of the report.  Accomplished Tasks:  - Still in progress |
| **Wednesday** | Planned Tasks:  - Write an executive summary and project conclusion.  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Final dashboard polish layout, labels, design.  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Draft policy recommendations based on your findings  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Start creating the demo slide presentation.  Accomplished Tasks:  - Still in progress |
| **Thursday** | Planned Tasks:  - Proofread and format the final report.  Accomplished Tasks:  -Still in progress | Planned Tasks:  - Finalize slide deck with clean visuals and design.  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Write speaking notes and practice for demo.  Accomplished Tasks:  - Still in progress | Planned Tasks:  - Review and polish everything one last time.  Accomplished Tasks:  - Still in progress |
| **Friday** | - Present our parts confidently using visuals and insights. | - Present our parts confidently using visuals and insights. | - Present our parts confidently using visuals and insights. | - Present our parts confidently using visuals and insights. |

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### **Weekly Progress Summary**

* **Key accomplishments this week:**

- So far, we have not accomplished any major tasks, but we are aligned and prepared to complete all deliverables in the coming days.

* **Challenges faced:**

- No significant challenges encountered so far, the project is progressing smoothly.

* **Next steps for the upcoming week:**

- As we are finalizing our project this week, we await further instructions from the facilitators regarding the next steps.

### **Overall Project Status**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Status (On Track / At Risk / Delayed)** | **Comments** |
| - Build interactive dashboard | On Track | - Layout drafted, visuals in progress this week. |
| - Write full report + summary | On Track | -Key sections started; polishing continues. |
| - Final demo preparation | On Track | - Slide deck in progress, practice scheduled. |