Prepared for:  
ITS221 Project Management   
Helena College

Prepared by:  
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# Helena Community Solar Installation Project

## Project Status Report #1

**Date:** May 15, 2025  
**Project:** Helena Community Solar Installation Project  
**Prepared by:** Marcus Whitaker, Project Manager

Summary

The project has officially kicked off. Initial planning activities are completed, stakeholder communications have been established, and site assessments are underway. So far, all tasks are on schedule and within budget.

Milestone Update

| **Milestone** | **Status** | **Comments** |
| --- | --- | --- |
| Project Kickoff Meeting | Completed | Held with all stakeholders, minutes distributed. |
| Site Selection & Assessment | In Progress | 50% complete; final reports expected by end of May. |
| Procurement Initiation | In Progress | Supplier selection ongoing, shortlists created. |

Budget Status

* **Planned Budget:** $500,000
* **Spent to Date:** $35,000
* **On Budget:** Yes

Schedule Status

* **Original Schedule:** On track
* **Overall Progress:** ~10% complete

Risks & Issues

* **R-01:** Supplier delivery risks — monitoring.
* **R-03:** Budget overruns — currently within expected range.

Next Steps

* Finalize site selection.
* Finalize supplier contracts.
* Begin the permitting process.