

# Weekly Check-In Report

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## Project Information

Project Manager: Everett M. Clayton-Skinner

Week Number: 13

Project Name: Transition into Cybersecurity, Network Administration

URL of Project Page: [https://ecla442.github.io/Project\\_Management\\_Charter\\_CIS\\_4680/index\\_3.html](https://ecla442.github.io/Project_Management_Charter_CIS_4680/index_3.html)

## Part 1: Refinement to Project Charter (5 pts)

Feedback provided by professor:

Status Updates needed to be on the website.

Explanation of Refinements:

Conducting project closure procedures currently. I will have to ensure that status updates actually appear on my URL.

## Part 2: Weekly Status Report (10 pts)

[X] Latest Status report has been added to Project Website

[X] Includes all items

## Part 3: Project Plan Update (10 pts)

[X] Review overall Project Plan and track progress

[X] Update the project tool items

[X] Take screenshots of updated project plan

[X] Screenshots have been added to the assignment

[X] Write explanation of what changed this week

Explanation of Project Plan Changes:

Completed project charter. I am working on Project Closures, along with stakeholder interviews and other procedures.

## Time & Effort Tracking (10 pts)

[X] Dedicated at least 90 minutes to meaningful project work

Brief Summary of Work Completed:

Completed an employer interview, as well as a stakeholder interview, this week. Starting on the Project Closure site, currently updating what needs to be on the URL so far.