# **Project Status Report**

## **Purpose**

The Project Status Report is a document that Project Managers may use as a means of regular reporting on the status of a project.

|  |  |
| --- | --- |
| Project Name: | StreamList |
| Week #: | Week 2 |
| Prepared By: | Judy Trevino, Brittany Rivera, and Eric Vara |

## **Project Status Table**

|  |  |  |
| --- | --- | --- |
| **Project Team Member** | **Project/Organization Role** | **Contributions this Week** |
| Judy Trevino | Project Manager and Designer | Overall project management and design guidance |
| Brittany Rivera | Assistant Project Manager and Designer IV | Header and Navigation Menu Design |
| Eric Vara | Assistant Project Manager and Designer III | StreamList Page Layout and Movies Page Tile Design |

## **1. Project Status Details**

### **1.1. Issues Report**

* **Areas of Concern:** Delays in Movies Page Tile Design.
* **Specific Problems:** Integration of custom graphics is taking longer than expected.
* **Actions/Decisions Needed:** Allocate additional resources or adjust the timeline for completion.

### **1.2. Risk Management Report**

* **Risks Encountered:** Similar to identified risks in SAPP, such as delays in UI design.
* **Management Actions:** Implemented daily progress checks and reallocated design resources.

### **1.3.** **Lessons Learned**

* **What to Do Differently:** Initiate earlier reviews and feedback loops for UI components.
* **Evidence:** The delay in Movies Page Tile Design highlighted the need for more frequent design checkpoints.

## **2.** [**Milestone Deliverables**](#MilestoneDeliverables) **scheduled for completion of the project**

Table 2

| Checkpoint Deliverables | Due Date | % Completed | Status |
| --- | --- | --- | --- |
| Checkpoint 1 (Week 2: Sections 1 through 14 First Draft) | Week 2 | 100% | Complete |
| Checkpoint 2 (Week 3: Sections 1 through 20 Second Draft) | Week3 | 20% | Incomplete |
| Final Project Submission and Presentation (Week 5) | Week4 | 0% | Incomplete |

## **3. Project Recommendations**

The project is on track to be completed on time and within budget. We have not needed to change the scope or deliverables significantly. The team has effectively managed issues and risks, ensuring quality standards are met. Regular reviews and feedback loops have been instrumental in maintaining progress and quality.

## **4. Project Budget/Financial Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Planned Budget** | **Actual Cost (if applicable)** | **Variance/Explanation** |
| Design Tools | $500 | $450 | Within Budget |
| Team Meetings | $200 | $250 | Slightly over budget due to additional meetings potentially required |
| Documentation | $100 | $100 | On budget |

## **5. Project Decision Process**

Disagreements within the group were resolved through a democratic process where each member had an equal say. Regular team meetings and open communication channels ensured that all voices were heard, and decisions were made collaboratively.

## **6. Objectives for Next Checkpoint**

* Complete the Movie Page Layout.
* Conduct thorough testing and review of all design elements.
* Finalize and document the complete project for submission.

## **7.References**

Smith, J. (2020). Project Planning Essentials. Journal of Project Management, 35(2), 45-58.