


PROJECT STATUS REPORT	
Project Name	WorkFlow
For Week Ending	Week 3 Date: September 20, 2023
Project Status	Green 
Status Description	Finalization of Business Case
Activities—During the Past Week	
Finalize business case and task details that would be needed to implement the software.	
Review the business case to see if it satisfies all the stakeholders' requirements.	
Activities—Planned for Next Week	
First meeting with the stakeholder(getting feedback)	
Project Issues	
We need to decide on a regular meeting schedule.	
Project Changes	