**Chengdu University of Technology Oxford Brookes College**

**Project Module (CHC 6096)**

**Weekly Report Sheet**

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| STUDENT NAME: | Haley |
| STUDENT NUMBER: | 201918020102 |
| SUPERVISOR NAME: | Happy Monday |
| DATE: | 06/01/2023 |
| Briefly list all the main tasks you accomplished in the week.   * Finish the project management in progress report * Finish the Professional Issues and Risk in progress report * Refine the Introduction section in progress report according to the project proposal | |
| Briefly state all the challenges you encountered in the week.  The challenge I encountered this week is how to manage risk. So the first step is identify risks, like relevant hazards and threats, the next step is risk assessment, use project vulnerability to the quantify risks. The next step is risk response, which identify ways to reduce or mitigate risk factors. The final step is risk control. Also, to break down the risks, there is technical risks, external risks, organizational risks and also risk in project management. | |
| Briefly Plan out the agenda for next week.   * Finish the first draft of progress report. * Finish the final draft of progress report. | |
| SUPERVISOR SIGNATURE: |  |