

# PROJECT STATUS REPORT

## UNEARTHING FUTURES TEAM A – HARWOOD MUSEUM OF ART

AS OF: OCT 10<sup>TH</sup>, 2025

### PROJECT STATUS SUMMARY

Percent Complete: 15% (+/- 5%)

Scope	Schedule	Risks	Quality
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**Overview:** As of October 10<sup>th</sup>, the project is in the late planning stage for designing a website to meet Harwood's adobe exhibition needs.

Currently, the team is working on finalizing project requirements and the details of the final product so that more technical design work may begin on the website (ie. how we implement features like the map, backend, etc.). Implementation details such as the website's look and feel, fonts, colors, images, and informational content have been supplied and approved by the sponsors from a meeting on October 9th or are to be delivered within the next two weeks.

Overall, the project is on-track and nearly ready to begin the technical design process.

## **WORK PLANNED FOR LAST WEEK**

### **List of Milestones:**

- 1) Finalize current iteration of project charter for presentation to Sponsors
- 2) First meeting with sponsors and partner team (Team B):
  - a. Share and approve project charter with Sponsors and partner team
  - b. Establish congruency of work between app and website teams (Teams A & B); how compatible must the website and app be?
  - c. Share contact information and set expectations for communication with partner team (Team B/App Team)
  - d. Establish website scope:
    - i. Receive and approve website user interface details – website look, feel, structure of pages, etc.

## **WORK COMPLETED LAST WEEK**

All last week's planned milestones were completed as specified:

- Sponsors signed off on Project
- App/Website compatibility and symmetry were established
- Contact information and expectations between Team A and B were set
- Website scope was well-defined and set into project charter, along with sponsor-supplied project detail documents

## **WORK PLANNED FOR NEXT WEEK**

- 1) Team Meeting:
  - a. Discuss technical requirements and begin to define technical roles moving forward for the development of the website.
  - b. Choose website framework
  - c. Choose web domain/ how to get one (?)
- 2) Beginning design ideation and process
  - a. Work with Sponsors and team B to determine how we would like to go through the design process.
- 3) Look over design mockups of website pages
- 4) Create website skeleton (?)

## **OPEN ISSUES**

- 1) Establishing design and look of the program alongside the App team (Status: Started)
- 2) Beginning to develop the website (Status: Not Started)
  - a. Finish roadtrip page (Status: Not Started)

- b. Integrate spotify API for playlist (Status: Not Started)
- c. Finish homepage (Status: Not Started)

## DELIVERABLES AND MILESTONES

Milestone	WBS	Planned	Forecasted	Actual	Status
Choose framework		10/19	10/19		In progress
Create skeleton of website		10/19	10/19		TBD
Deliverable	WBS	Planned	Forecasted	Actual	Status

## OPEN CHANGE REQUESTS

Change Request Name	Change Request Number	Request Date	Current Status
N/A	N/A	N/A	Initial project scope defined in project charter and sponsor project details document

## KEY PERFORMANCE INDICATORS (KPI'S)

1. Team productivity
  - a. Ensuring that each member of the team completes all their objectives and responsibilities in a timely manner.
2. Following the waterfall methodology.

- a. We will continue forward with each step of the waterfall methodology as we take steps from analysis and planning into the design process.
- 3. Webpage development
  - a. Working to create a website that has each webpage functional during regular check in points to check for functionality, design, and overall feel.

**Schedule** - Project is Ahead of/Behind/On Schedule

Schedule Variance (SV): +/- 14 days