CHECKLIST REPORT

PROJECT NAME: Project ARCO

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|  |  |
| --- | --- |
| COMPLETED |  |
| ONGOING |  |
| DELAYED |  |

LEGEND

Reporting week: 23/05/2025 – 30/05/2025 week:1

|  |
| --- |
| **Project ARCO - Team members** |
| Project manager |
| Business analyst |
| software developer |
| system testers |
| PMO analyst |
| System trainers |
| UI/UX designers |
| IT staffs |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Planned start date | Planned finish date | Actual start date | Actual finish date | Progress |
| Obtain high level requirements with sponsor | 23/05/2025 | 26/05/2025 | 24/05/2025 | 26/05/2025 | Completed |
| Create project charter | 24/05/2025 | 25/05/2025 | 24/05/2025 | 25/05/2025 |  |
| List all tasks and activities | 25/05/2025 | 25/05/2025 | 25/05/2025 | 26/05/2025 | Ongoing |
| Validate high level requirements lists |  |  |  |  |  |
| Create raids log | 25/05/2025 | 27/05/2025 | 25/05/2025 | 28/05/2025 | completed |
| Allocate budget and resources | 26/05/2025 |  |  |  | Delayed |
| Create detailed project plan | 27/05/205 |  |  |  | Delayed |
| Create Business case | 29/05/2025 |  |  |  |  |
| Sign off benefit review plan | 30/05/2025 |  |  |  |  |