**Status/Progress Report**

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| **Project Name**: UOW Room Booking System  **Team Member Name:** Limousine, Kenndy, Pavi, Valerie, Erick, Figo  **Date:** 18 May 2021  **Reporting Period:** 1 May 2021 - 15 May 2021 |
| **Work completed this reporting period:**   * Project Charter * Approval of Project Charter * Scope Statement v1 * Organizational Chart * Risk Register * Cost Baseline 1 * Project Schedule * Cost Estimate * Traceability Matrix * Cost Baseline |
| **Work to complete next reporting period:**   * Program Prototype * Progress Report * Milestone Progress * Lesson Learned Report * Video Presentation |
| **What’s going well and why:**  We finished the documents on time on every meeting   * 3 May we finished the Project Schedule and cost estimate * 4 May we finished the project change request, traceability matrix,updating cost estimate and scope statement * 10 May we completed the cost baseline |
| **What’s not going well and why:**  We have not yet discovered any major issues |
| **Suggestions/Issues:** |
| **Project changes** There is sudden change on the project, because the CIO attended a security conference and decided to tighten the security of the program. Hence we need to update change requests and work on the latest project requirements based on the change request. |