Weekly Status Report

Weekly Status Report – Sample: Week 2

Project: Scholarship Management Portal
Week Ending: 17-Jan-2025
Project Manager / Delivery Lead: Priya Singh
Overall RAG Status: 🟠 Amber

1. Overall Status & Summary

Overall RAG: Amber
Summary:
Charter has been signed off and requirements workshops are underway. However, final scholarship criteria from one program are delayed, creating a minor risk to completing the full requirements baseline on time. No impact on overall delivery yet, but being monitored.

2. Accomplished This Week

- **Project Charter approved** by Sponsor and key stakeholders.
- Conducted **two discovery/requirements workshops** with the scholarship programs team.
- Documented draft **as-is and to-be process flows** and started the MVP requirements backlog.

3. Plan for Next Week

- Complete remaining **requirements workshops** (including edge cases and non-functional requirements).
- Finalize and get **sign-off on MVP requirements** and high-level user stories.
- Begin initial **UX wireframes** for applicant and reviewer journeys.

4. Top Risks / Issues (from RAID)

- **R1 – Dev capacity (2 developers):** Still active. Impact = High; Likelihood = Medium. Mitigation: Continue to refine MVP scope; plan phases explicitly.
- **R3 – Data quality / migration risk:** Impact = High; Likelihood = Medium. Mitigation: Schedule early data profiling with Programs and IT in the upcoming weeks.
- **Issue I1 – Delay in final scholarship criteria for one program:**
  - **Severity:** High
  - **Blocker:** Yes, for a subset of requirements.

- **Action:** James (PO) to schedule a focused working session with program owner to finalize criteria by 21-Jan-2025.

5. Decisions Needed (Escalations / Approvals)

- **Decision:** Confirm and lock **MVP feature set** (core portal only; advanced analytics deferred to Phase 2).
  - **Owner:** Sponsor (Olivia) + Product Owner (James)
  - **Due By:** 24-Jan-2025
- **Decision:** Agree on **minimum data set** required for initial migration (historical vs. current applicants).
  - **Owner:** Programs Team + BA (Khush)
  - **Due By:** 31-Jan-2025

6. Schedule / Budget Notes

- **Schedule:** Slightly at risk (Amber) – delay in receiving full scholarship criteria may compress requirements timeline if not resolved next week.
- **Budget:** On track – still operating with planned internal capacity; no additional spend requested.

7. Metrics Snapshot

Metric	This Week	Notes
Story points planned / done	N/A (still pre-dev)	Backlog creation in progress; pointing to happen in Week 3.
Open defects (by severity)	0 / 0 / 0	No development/testing yet.
Requirements items signed off	~40% of MVP (draft form)	Full sign-off targeted for end of Week 3.
Release readiness checklist	Too early	Will start tracking from design / early build phase.