

Weekly Status Report

Weekly Status Report – Sample: Week 1

Project: Scholarship Management Portal

Week Ending: 10-Jan-2025

Project Manager / Delivery Lead: Priya Singh

Overall RAG Status:  Green

1. Overall Status & Summary

Overall RAG: Green

Summary:

Project initiation completed and core stakeholders confirmed. Charter is in draft and nearly ready for sign-off. No major risks or issues at this early stage; dependencies and RAID log have been started.

2. Accomplished This Week

- Drafted **Project Charter** (problem statement, objectives, scope, assumptions, constraints).
- Identified and confirmed **key roles and stakeholders** (Sponsor, Product Owner, BA, Dev Team, IT/Security).
- Created initial **RAID log** and **Dependency Tracker** structure.

3. Plan for Next Week

- Finalize and obtain **Sponsor sign-off** on the Project Charter.
- Schedule and prepare for **requirements discovery workshops** with scholarship programs team.
- Draft high-level **process flows (as-is / to-be)** for the current and future scholarship application processes.

4. Top Risks / Issues (from RAID)

- **R1 – Dev capacity risk (2 developers only):** Impact = High. Mitigation: Focus on clearly defined MVP scope; defer non-critical features to later phases.
- **R2 – Requirements changes risk:** Impact = High. Mitigation: Plan early workshops and formal sign-off; set up simple change control process.

5. Decisions Needed (Escalations / Approvals)

- **Decision:** Approve Project Charter and MVP scope.
 - **Owner:** Sponsor (Dr. Olivia Martinez)
 - **Due By:** 15-Jan-2025

6. Schedule / Budget Notes

- **Schedule:** On track – initiation completed as planned; no slippage reported.
- **Budget:** On track – using internal resources (2 developers + BA); no incremental spend yet.

7. Metrics Snapshot

Metric	This Week	Notes
Story points planned / done	N/A (pre-development)	Development not yet started.
Open defects (by severity)	0 / 0 / 0	No builds or testing yet.
Requirements items signed off	0	Charter drafted, formal sign-off pending.
Release readiness checklist	Too early	Still in initiation phase.