

Project Status Report II

Date of Report Issue/Prepared: Saturday March 12, 2022

Report Prepared By: Dilan, Dominic, Kunga and Minh

Employer/Organization: IT Clan Consulting Services

Project Name:	Online Document Generator		
Project Team:	Team 12		
Period Reporting:	Start Date: Feb 05, 2022	End Date: Mar 11, 2022	
Overall Project Health	Green (Good)		

Summary

Project Status Summary
We are still on track to finish by due date, we have over 65–70% of the project completed already.

Accomplishments As Planned	Planned but not Accomplished
Completion of first template generator.	Implementing the next two templates to be generated.
	Implementing google sheets as a database

Upcoming Objectives for **Mar 12, 2022, to Apr 01, 2022**

	Planned Activities/Tasks for Next Period		
Activity/Task	Assigned To <name/s>	Duration <days>	Date
Implementing google sheets	Dilan, Dominic, Kunga and Minh	7 Days	March 20 th , 2022

	Milestones for Next Period	
Milestone (Objective)	Assigned To	Delivery Date
Completion of next two templates	Dilan, Dominic, Kunga and Minh	March 27 th , 2022

Managing Issues and Risk

Issues/Problems	Resolution Strategy	Due Date
Implementing google sheets	Research for proper documentation that will allow us to complete this in the future	March 20–27, 2022

Upcoming Risks	Risk Ranking (Hi, Med, Low)	Risk Impact (Hi, Med, Low)	Mitigation Strategy
Achieving proper google slide functionality to allow bulk generation.	High	Med	Designing API that reads the format of the google sheets to obtain necessary data. Allowing to email everyone who had their email provided in the google sheet. Ultimately, achieving bulk creation

NOTE: Attach additional sheets if insufficient space available

Submission Guidelines:

Please submit as "W22_T<team number>_ProjectReport2".
For e.g., W22_T45_ProjectReport2

This is a group submission i.e. one per group.

Due Dates:

Sunday, Mar 13, 2022 (11:59 p.m.)