

**City Star Training Solutions (CSTS)**  
**Project Status Report**

Overall Status	
<b>Date</b>	<b>18 June</b>
<b>Client</b>	<b>Wired Letters</b>
<b>Project Name</b>	Virtual Tools for Collaboration course
<b>Delivery Type</b>	Digital course
<b>Project Manager</b>	Natasha Verma
<b>Budget</b>	USD 35,359
<b>Overall status</b> <ul style="list-style-type: none"> <li>Project Initiation phase and Design phase are completed.</li> <li>Currently in the Development phase for the course.</li> <li>Project is on track.</li> </ul>	

Key Accomplishments This Week
<ul style="list-style-type: none"> <li>16 June: PCR 001 approved for the project to add a final assessment. Project cost and schedule are updated.</li> <li>16 June: Completed the drafts of all course storyboards and submitted files for review and approval.</li> <li>17 June: Wired Letters completed the review and provided e-mail approval of all storyboards, with minor edits.</li> <li>17 June: Project team met to discuss and develop the quality assurance (QA) and testing plan. <ul style="list-style-type: none"> <li>It is posted in the project folder.</li> </ul> </li> </ul>

Activities Coming Up
<ul style="list-style-type: none"> <li>18 June – 1 July: Programming the course will begin and continue. <ul style="list-style-type: none"> <li>The instructional designer will walk-through the storyboards and consult with the course programmer.</li> </ul> </li> <li>24 June: Monthly stakeholder meeting</li> </ul>

Milestone	Due Date	Status
Kickoff meeting	17 May	Completed
Conclude course design with mock-up	24 May	Completed
Test start date	2 July	On Track
Launch course	15 July (adjusted from PCR 001)	On Track
Close project	16 July (adjusted from PCR 001)	On Track

Risk or Issue Description	Mitigation or Resolution	Owner	Status
Teresa Novak, IT Tooling Lead, is the appointed SME from Wired Letters who is knowledgeable about how to use the virtual teaming tools, however, she has limited availability to support the course development	Teresa will not need to devote as much time since she approved storyboards this week.	Sam Green, Teresa Novak	Monitoring  Low level risk
The course must launch in advance of Wired Letters' Summer Series corporate event that takes place 21 July through 23 July; it will be announced to all employees and the call to action is to take the course.	The current planned course launch date is 15 July.	Natasha Verma	Monitoring  Low level risk