**WEEKLY PROJECT STATUS REPORT**

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| --- | --- | --- | --- |
| PROJECT NAME | **MortgageBotX** | PROJECT CODE | **ON TRACK** |

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| --- | --- | --- | --- |
| PROJECT  MANAGER | DATE OF  STATUS ENTRY | PERIOD  COVERED | PROJECTED DATE  OF COMPLETION |
| Prashanth Patil | 20th September 2023 | 2 Weeks | 16th December 2023 |

**PROJECT STATUS THIS WEEK**

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| **OVERALL PROJECT STATUS** | ON TRACK |

**SUMMARY**

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| * Started Project on time without any delays * Formed the Company name and Logo * Resource Allocation was done on time * Roles and Responsibilities were clearly addressed to each team member * Identified the Opportunity to explore in one of client’s application * Project Charter was prepared * Business Analysis Approach Document is maintained * Stakeholder Management Plan is created |

**MILESTONES**

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| * The team members rapidly settled into their jobs and began undertaking the aforementioned obligations within the first two weeks of the project's initiation * Had a 2-hour Zoom meeting with the team on September 13 that assisted them in comprehending and determining the SWOT analysis for the customer and its competitors |

**PROJECT COMPONENTS**

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| --- | --- | --- | --- |
| **COMPONENT** | **STATUS** | **OWNER / TEAM** | **NOTES** |
| BUDGET | ON GOING | Prashanth Patil (Project Manager) / BA Team | Yet to be Decided/Projected |
| RESOURCES | ON TRACK | Prashanth Patil (Project Manager) / BA Team | New Developments, New Responsibilities Allocation |
| TIMELINE | ON TRACK | Prashanth Patil (Project Manager) / BA Team | On track to finish the assigned 2nd week tasks on the final date (21st September) |
| SCOPE | ON TRACK | Prashanth Patil (Project Manager) / BA Team | Completed the 20% of the Project and well on track to achieve the 100% Scope of the Project on time |

**WORK ACCOMPLISHED**

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| **TASK NO.** | **DESCRIPTION** | **OWNER / TEAM** | **RECEPTION** |
| 01 | Resource Allocation | Prashanth Patil (Project Manager) / BA Team | Completed |
| 02 | Define Roles and Resposibilities | Prashanth Patil (Project Manager) / BA Team | Completed |
| 03 | Project Charter | Prashanth Patil (Project Manager) / BA Team | Completed |
| 04 | BA Analysis Approach Document | Prashanth Patil (Project Manager) / BA Team | Completed |
| 05 | Stakeholder Management Plan | Prashanth Patil (Project Manager) / BA Team | Completed |
| 06 | RFI Document | Prashanth Patil (Project Manager) / BA Team | Not Started |

**RISKS AND ROADBLOCKS**

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| --- | --- | --- | --- |
| **RISK NO.** | **DESCRIPTION** | **OWNER / TEAM** | **FIX** |
| 01 | Stuck in identifying the Stakeholders for the Project | Prashanth Patil (Project Manager) / BA Team | Had a brainstorming session with the team and concluded the Stakeholders for the Project MortgageBotX |
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**HIGHLIGHTS AND KEY TAKEAWAYS**

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| * Team was able to learn more about the client’s application (Helped in identifying the opportunity to explore) * As a team, we figured out the right approach, includes right methodology to use, Roles and Responsibilities of the work, tasks allocation, for the Project * Improved the mindset to approach the Project with the help of the feedback received from the client (Professor) on the first week’s tasks. |

UPCOMING WORK

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| WEEK NO. | STATUS | DETAILS |
| 03 | PPT Presentation | Presenting the outcomes of the Initial stages of the Project to the client (Professor) |
| 03 | RFI Questions and Business Requirements Document | Work on the RFI Questions and Requirements Gathering for the Project |
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**OVERALL PROJECT PROGRESS TIMELI**

**ROADBLOCK 1**

identifying the Stakeholders for the Project

**MILESTONE 1**

Project Initiated

**MILESTONE 2**

BA Analysis Document Maintained includes Project Charter

MILESTONE 3

Details

MILESTONE 4

Details

MILESTONE 5

Details

**CURRENT TIMELINE POSITION**

**21/09/2023**

ROADBLOCK 2

Details

**PROJECT START DATE**

**11/09/2023**

**PROJECT END DATE**

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