**Progress Reports –** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Executive Summary**

Provide a high-level overview of the project’s current status, highlighting progress, major achievements, and any significant challenges.

**Status:** ☐ On Track ☐ At Risk ☐ Behind Schedule  
**Summary:**  
[Brief summary of key developments during the reporting period. Include whether the project is progressing as planned, any notable milestones achieved, and critical issues.]

**Milestone Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Target Date** | **Status** | **Comments** |
| Project Initiation | 01/01/2025 | ✅ Completed | Completed on schedule |
| Requirement Gathering | 01/20/2025 | ✅ Completed | All requirements approved by stakeholders |
| Design Phase | 02/10/2025 | 🔄 In Progress | 80% complete, awaiting final review |
| Development Phase | 03/20/2025 | ⏳ Upcoming | Scheduled to begin on 02/11/2025 |
| Testing Phase | 04/05/2025 | ⏳ Upcoming | Testing team preparations underway |
| Implementation | 04/15/2025 | ⏳ Upcoming | Requires finalized testing results |
| Project Closure | 04/20/2025 | ⏳ Upcoming | Documentation to be initiated post-implementation |

**Work Completed This Period**

* [Task/Activity 1]: [Brief description of completed task]
* [Task/Activity 2]: [Brief description of completed task]
* [Task/Activity 3]: [Brief description of completed task]

**Examples:**

* Completed vendor selection for hardware components.
* Finalized and approved project design documentation.
* Conducted stakeholder review meetings for design validation.

**Work Planned for Next Period**

* [Task/Activity 1]: [Planned activity with target completion date]
* [Task/Activity 2]: [Planned activity with target completion date]
* [Task/Activity 3]: [Planned activity with target completion date]

**Examples:**

* Begin development phase for core modules (Start: 02/11/2025).
* Complete final design adjustments based on stakeholder feedback.
* Initiate procurement of testing equipment.

**Project Performance Metrics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Indicator** | **Planned** | **Actual** | **Status** |
| **Project Completion (%)** | 40% | 35% | ⬜ Behind |
| **Schedule Variance (SV)** | 0 | -3 days | ⬜ Behind |
| **Cost Performance Index (CPI)** | 1.0 | 0.95 | ⬜ Over Budget |
| **Budget Utilization ($)** | $150,000 | $160,000 | ⬜ Over Budget |
| **Risk Exposure Level** | Medium | Medium | ✅ Managed |

**Budget Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Planned Budget ($)** | **Actual Spend ($)** | **Variance ($)** | **Status** |
| Labor Costs | $200,000 | $195,000 | -$5,000 | ✅ On Track |
| Hardware/Materials | $50,000 | $55,000 | +$5,000 | ⬜ Over Budget |
| Software/Tools | $25,000 | $20,000 | -$5,000 | ✅ On Track |
| Risk & Contingency Reserve | $25,000 | $5,000 | -$20,000 | ✅ On Track |
| **Total Budget** | **$300,000** | **$275,000** | **-$25,000** | ✅ On Track |

**Key Risks and Issues**

**Open Risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Description** | **Impact** | **Mitigation Strategy** | **Owner** | **Status** |
| RSK-001 | Delay in hardware component delivery | High | Expedited order, alternative vendors | Procurement | Active |
| RSK-002 | Resource shortage in QA team | Medium | Hiring temporary testers | HR Manager | Under Review |

**Open Issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue ID** | **Description** | **Priority** | **Resolution Plan** | **Owner** | **Status** |
| ISS-001 | Software license purchase delay | Medium | Follow up with Finance for approval | Project Manager | Open |
| ISS-002 | Design documentation errors | Low | Correct documentation and review | Design Lead | In Progress |

**Dependencies**

|  |  |  |
| --- | --- | --- |
| **Dependency** | **Impact if Delayed** | **Action Required** |
| Approval of final design | Delays development start | Expedite stakeholder review |
| Vendor delivery of hardware | Delays in testing phase | Alternative sourcing options |
| Completion of procurement process | Impacts overall project schedule | Prioritize pending approvals |

**Change Requests**

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Request ID** | **Description** | **Status** | **Impact on Project** |
| CR-001 | Extend testing phase by 1 week | Approved | Minor impact on timeline |
| CR-002 | Additional budget for materials | Under Review | Possible budget overrun |

**Upcoming Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Target Date** | **Responsible Party** |
| Complete Design Phase | 02/10/2025 | Design Lead |
| Begin Development Phase | 02/11/2025 | Development Lead |
| QA Testing Start | 03/21/2025 | QA Lead |

**Recommendations/Action Items**

* Expedite design approval to avoid delays in development.
* Reassess budget allocation for hardware procurement.
* Begin onboarding additional QA resources for the testing phase.

**Approval**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [Date] |
| Project Sponsor | [Signature] | [Date] |

**Conclusion:**

The project is progressing steadily, with some risks and budget concerns identified. Timely actions and resource adjustments are needed to maintain progress and stay on track for completion.