**Project Status Report –** 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**

This **Project Status Report** outlines the current progress, highlights key achievements, identifies risks and issues, and tracks performance against the project plan.

**Overall Project Status:**  
☐ On Track  
☐ At Risk  
☐ Delayed

**Key Highlights:**

* [Provide 2–3 high-level accomplishments or challenges. For example, "Completed the design phase 95% with minor documentation revisions pending."]
* [Provide key risks/issues, e.g., "Supplier delays may impact testing timelines."]

**Project Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Planned** | **Actual** | **Variance** |
| **Overall Progress** | 50% Complete | 45% Complete | -5% |
| **Schedule** | On Track | Minor Delay | 3 days delay |
| **Budget** | $250,000 | $240,000 | -$10,000 |
| **Scope** | Defined Scope | No Changes | N/A |

**Milestones and Deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone/Deliverable** | **Planned Date** | **Actual/Forecast Date** | **Status** | **Comments** |
| Project Kickoff | 01/01/2025 | 01/01/2025 | ✅ Completed | Successfully launched |
| Design Phase Completion | 02/10/2025 | 02/17/2025 | 🔄 Delayed | Documentation updates pending |
| Procurement Completion | 02/20/2025 | 02/25/2025 | 🔄 In Progress | Contracts finalized |
| Testing Start | 03/01/2025 | 03/05/2025 | ⏳ Upcoming | Dependent on procurement |

**Financial Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Planned ($)** | **Actual ($)** | **Variance ($)** | **Status** |
| Labor Costs | $150,000 | $140,000 | -$10,000 | ✅ On Track |
| Equipment/Materials | $50,000 | $45,000 | -$5,000 | ✅ On Track |
| Software & Licenses | $25,000 | $20,000 | -$5,000 | ✅ On Track |
| Contingency Reserve | $25,000 | $10,000 | -$15,000 | ✅ On Track |
| **Total Budget** | **$250,000** | **$215,000** | **-$35,000** | ✅ On Track |

**Risks and Issues**

**Key Risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Description** | **Impact** | **Likelihood** | **Mitigation Plan** | **Status** |
| RSK-001 | Delay in supplier deliveries | High | Medium | Escalate with alternative vendors | 🔄 In Progress |
| RSK-002 | Budget overrun risk | Medium | Low | Monitor procurement costs | ✅ Managed |

**Key Issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue ID** | **Description** | **Priority** | **Resolution Plan** | **Owner** | **Status** |
| ISS-001 | Procurement delays with vendors | High | Expedite delivery and contracts | Procurement Lead | 🔄 In Progress |
| ISS-002 | Resource constraints | Medium | Hire additional QA resources | HR Manager | ✅ Resolved |

**Upcoming Activities**

* Finalize procurement and ensure vendor compliance by [Date].
* Conduct design review meeting for final approval.
* Prepare testing frameworks and team readiness.
* Risk mitigation strategies for supplier delays.

**Key Performance Indicators (KPIs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Metric** | **Target Value** | **Actual Value** | **Status** | **Comments** |
| **Schedule Performance Index** | 1.0 | 0.95 | ⬜ Delayed | Minor delays in procurement |
| **Cost Performance Index** | 1.0 | 1.02 | ✅ On Track | Costs under control |
| **Quality Compliance (%)** | 100% | 98% | ✅ On Track | Minor documentation updates |
| **Risk Exposure Level** | Medium | Medium | ✅ Managed | Controlled risks |

**Change Requests**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CR ID** | **Description** | **Status** | **Impact** | **Owner** |
| CR-001 | Extend design phase timeline | Approved | Minor delay | Project Manager |
| CR-002 | Add additional QA resources | Under Review | Budget Increase | HR Manager |

**Recommendations**

* Expedite procurement process to avoid further schedule slippage.
* Allocate contingency funds for additional resources if needed.
* Conduct additional design reviews to minimize documentation errors.

**Next Steps**

* Conduct stakeholder meeting to review progress and risks.
* Finalize contracts with remaining vendors.
* Begin QA testing preparation and align resources for testing phase.

**Approval**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [MM/DD/YYYY] |
| Project Sponsor | [Signature] | [MM/DD/YYYY] |

**Conclusion**

The project remains on track despite minor delays in procurement and design phases. Immediate actions are being taken to address these issues, and the project team is working to ensure timely completion of the next milestones.