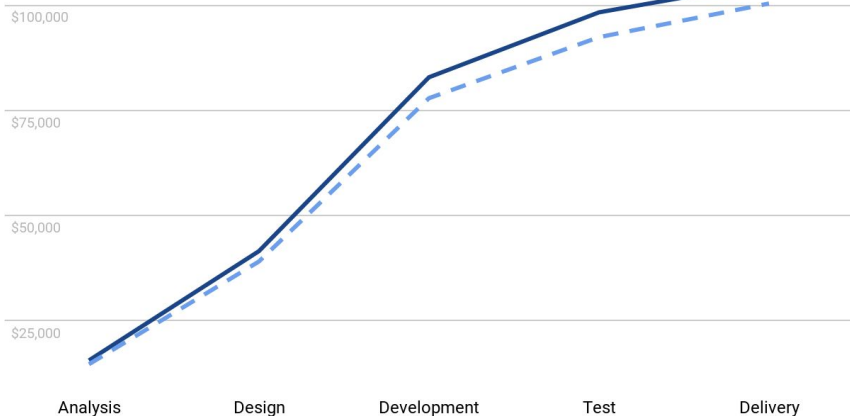

Status Report: XYZ Company Website, Analysis Phase

Alexis Hall • 08.14.2020

Current State of the Project

Planned vs Actual Total Cost

— Total Planned Cost — Total Actual Cost (Projected)



Expected Delivery: January 7, 2021

Remaining Budget: \$85,543

Budgeted Hours: 264 used/1810 allotted

Recent Accomplishments:

- Finalized Content Integration under-budget and ahead of schedule
- We are expected to finish the project \$4,928.40 under budget.

Next Phase: Design

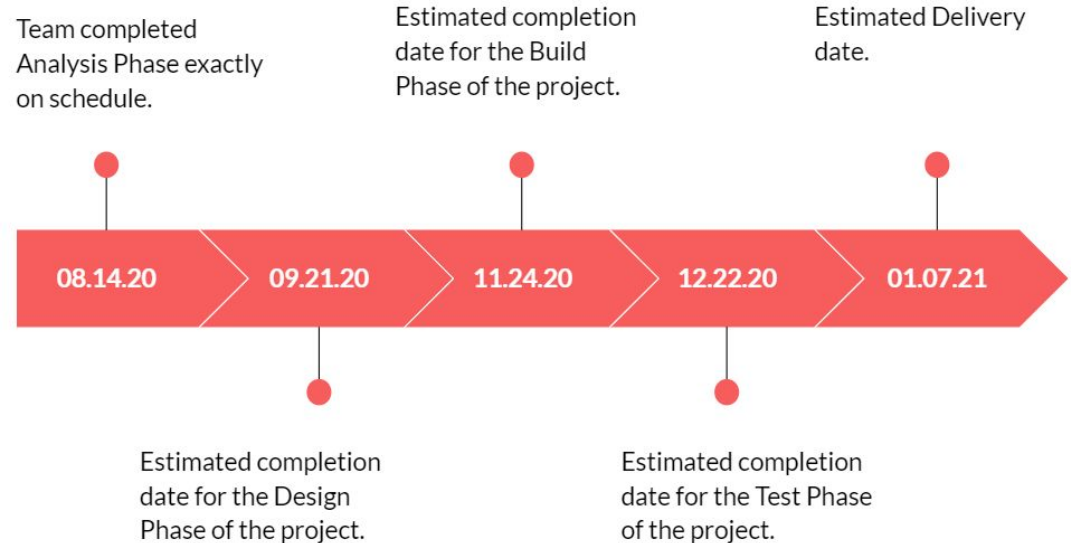
455 hours budgeted

Expected Completion Date: 09/21/20

Progress - Critical Path

Updates

- No risks or roadblocks
- No changes in assumptions
- No changes in constraints
- No staffing changes
- No assistance needed



Mitigation and Action Plans for Risks and Issues

- ★ Project Team will remain in close contact with design executives for this phase to ensure our design plans never stray too far from executive approval, eliminating potential risks.
 - No new risks have been identified since the project kickoff meeting
 - No current risks require attention
 - No risks that need Sr. Leadership involvement or action
-

Budget Update Based on Earned Value

Design Summary

- Create Artworks, Logo, and Design header
- Add search and clear navigation
- Verify content and design elements encourage future visits or viral sharing
- Validate company information and contacts
- Validate design and send files to client if needed

Concerns

- Artworks and Logo aren't validated until nearly one month into the Design Phase.

Opportunities for Improvement

- Verify Artworks and Logo match Sr. Leadership desires sooner
 - Validate design and send files to client consistently throughout the phase
-

Any Questions?
