

Status Report

Project: Two-Day Seminar and Workshop Date: November 8, 2023			
Name/Organization:		Success Inc.	
Overall Project Status of Your Deliverables			
Deliverable Status (Red, Yellow, Green) <ul style="list-style-type: none"> Green: On track for completion as planned Yellow: Some risks and issues present Red: Will not achieve desired results 	Objectives	Current Health	Forecast/Trending
	Scope	Yellow	Yellow
	Schedule	Green	Green
	Budget	Green	Yellow
Help Needed (Requirement and Sources) Describe as Must Have, Should Have, and Like to Have	<ul style="list-style-type: none"> Selecting the inspirational speaker. Explanation about the choice of caterer. A response about the requirements for streaming from the IT department. 		
Risks (New risks and changes since last report (Add, Change, Delete))	<ul style="list-style-type: none"> Economic difficulties (job market, inflation). Possible problems with IT help. Having trouble locating a motivational speaker that fits. Plans that aren't complete. Difficulties in choosing a caterer. 		
Issues (Risks that occurred or questions you need responses for)	<ul style="list-style-type: none"> Choosing a catering vendor. Streaming help from the IT team. Selecting speakers with motivation. Incomplete planning documentation. 		
Recent/Pending Decisions Impacting Project	<ul style="list-style-type: none"> A decision will be made after the inspirational speaker. The choice of catering vendor is still pending. 		

Status Report

Comments	Although there are still some issues to resolve, such as response rates, vendor selection, and booking a motivational speaker, the project is moving along pleasantly. We must maintain our concentration and act quickly to resolve these problems.
-----------------	--