| **Project: Two-Day Seminar and Workshop**  **Date: November 8, 2023** | | | |
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| **Name/Organization:** | Success Inc. | | |
| **Overall Project Status of Your Deliverables** | | | |
| **Deliverable Status**  (Red, Yellow, Green)   * **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 | * 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)) | * 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) | * Choosing a catering vendor. * Streaming help from the IT team. * Selecting speakers with motivation. * Incomplete planning documentation. | | |
| **Recent/Pending Decisions** Impacting Project | * A decision will be made after the inspirational speaker. * The choice of catering vendor is still pending. | | |
| **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. | | |