📊 Weekly Project Status Report

Professional portfolio website

📝 Basic Information

Reporting Period:	Week 6: September 22-28, 2025
Project Name:	Professional portfolio website
Project Goal:	Create and launch a professional portfolio website by December 2025 that showcases 3+ networking/system administration projects to support applications to 15 IT positions and secure at least 3 job interviews. The website will serve as a tool to demonstrate technical skills to employers.
Project Manager:	David Dominguez

🏥 Project Health

🟢 **ON TRACK**

Executive Summary: The portfolio website is progressing steadily with goals and design direction clearly established. Core sections—skills, projects, and career objectives—are outlined, and early drafts are moving forward. Resume updates and the PDF are complete. However, drafting the professional bio and preparing three network/system admin project showcases remain delayed and need focused attention.

✅ Accomplishments This Week

1. ✓ Updated resume content

2. ✓ Created resume PDF

3. ✓ Changed project goal

📅 Plan for Next Week

1. → Finalizing bio content

2. → Begin design deliverables like wireframes and mockups

3. → Prepare for development work on responsive site

🎯 Upcoming Milestones

Milestone	Target Date	Status
Design phase	10/3/2025	ON TRACK
Development phase	10/10/2025	ON TRACK

⚠️ Issues & Risks / Mitigations

No issues or risks to report

No issues or risks identified for this reporting period.

🔄 Changes Since Last Report

This week, I updated my project goal to be more specific: Create and launch a professional portfolio website that showcases 3+ networking/system administration projects to support applications to 15 IT positions and secure at least 3 job interviews by December 2025. The website will serve as a tool to demonstrate technical skills, professional brand, and career readiness to potential employers. In addition, I rescheduled several tasks—**Draft professional bio**, **3 sys/network admin projects**, **Wireframe portfolio pages**, and **Create mockups**—so they are all now due on **Friday**. These changes help align my tasks with my updated career-focused goal and keep the workflow consistent and organized.

Name	Assignee	Due date	Priority	Status
✅ Create resume PDF	👤	Tomorrow	Low	On track
⧗ Content creation phase	👤	Tomorrow	High	On track
⊘ Draft professional bio	👤	Friday	High	On track
⊘ 3 network/sys admin projects	👤	Friday	High	On track
⊘ Wireframe portfolio pages	👤	Friday	High	On track
⊘ Create mockups	👤	Friday	High	On track
⧗ Design	👤	Friday	High	On track
⊘ Build responsive site layout	👤	Oct 10	High	On track
⊘ Add LinkedIn/Git hub integration	👤	Oct 10	Low	On track
⧗ Add contact form	👤	Oct 10	Low	On track
◇ Development phase	👤	Oct 10	Low	On track
⊘ Test site on different devices	👤	Oct 10 – 17	Low	On track
⊘ Test for accessibility	👤	Oct 10 – 17	Low	On track
⊘ Revise final content and design	👤	Oct 10 – 17	Low	On track
⊘ Deploy to custom domain	👤	Oct 21	Low	On track
⊘ Collect feedback from professors/mentor/peers	👤	Oct 21	Low	On track
◇ feedback cycle	👤	Oct 21		
◇ Apply to 15 jobs	👤	Oct 28		
◇ Job application campaign	👤	Dec 10		