# 📊 Weekly Project Status Report

## IT Department Career Advancement Project

## 📝 Basic Information

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| **Reporting Period:** | Week 15: Nov 25 - Dec 2, 2025 |
| **Project Name:** | IT Department Career Advancement Project |
| **Project Goal:** | The goal of my project is to build the technical expertise, professional relationships, and internal visibility needed to move into the IT department. I will achieve this by applying new skills in practical settings at work and seeking mentorship from experienced IT professionals. |
| **Project Manager:** | David Dominguez |

## ▦ Project Health

🟢 **ON TRACK**

**Executive Summary:** The project remains on track as I continue gaining experience and collaborating with other departments at work. Because the semester is ending, I'm preparing to close the project early to finish my final assignments. Despite the early closure, I believe I made strong progress toward both my project and career goals.

## ✓ Accomplishments This Week

**1.** ✓ Engaged with my manager about my career goals

**2.** ✓ Talked with colleagues about my project

**3.** ✓ Prepared for premature project closure due to end-of-semester deadlines

## ▦ Plan for Next Week

**1.** → Finish all remaining requirements for the final packet assignment

**2.** → Start planning how I will continue upskilling during the break and into next year

**3.** → Look back at the challenges I faced and document what I would do differently in future projects

## 🎯 Upcoming Milestones

| Milestone | Target Date | Status |
| --- | --- | --- |
| Finish Final Project Closure Document | 12/6/2025 | ON TRACK |
| Final Packet Assignment | 12/7/2025 | ON TRACK |
| Begin 2026 Updated Work Schedule | 01/1/2026 | ON TRACK |

## ⚠️ Issues & Risks / Mitigations

**No issues or risks to report**

*No issues or risks identified for this reporting period.*

## 🔄 Changes Since Last Report

**No changes to report**

No changes occurred since the last reporting period.