

Weekly Project Status Report

IT Department Career Advancement Project

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Basic Information

Reporting Period:	Week 11: Oct 28 - November 3, 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 make that move possible. I will do this by completing relevant IT training and certifications, applying new skills in practical settings at work, and seeking mentorship from expe
Project Manager:	David Dominguez



Project Health



AT RISK

Executive Summary: The project is progressing well with a clear goal of moving into an IT support role. The project charter is still under construction, but recent updates to artifacts have improved alignment with the revised objectives. Some delays remain in completing deliverables, work breakdown structures, budget estimates, and methodology, which temporarily affect documentation timelines.



Accomplishments This Week

1. ✓ Integrated feedback from my professor to better align the project with workplace opportunities in the IT department.
2. ✓ Updated project artifacts to reflect new objectives and ensure consistency across documentation.
3. ✓ Revamped the project charter to align with my updated goal of advancing into an IT support role.



Plan for Next Week

1. → Finalize the project charter by completing the remaining sections, including deliverables, work breakdown structure, budget, and methodology.

2. → Draft an updated elevator pitch for networking use.

3. → Perform a skills alignment analysis comparing current competencies to IT support role requirements

Upcoming Milestones

Milestone	Target Date	Status
Finalize Project Charter	11/6/2025	ON TRACK
Network with IT professionals through workplace connections, LinkedIn, or professional groups to gain insights and mentorship.	11/10/2025	ON TRACK
Establish communication and reporting routines for consistent updates to stakeholders	11/10/2025	ON TRACK

Issues & Risks / Mitigations

No issues or risks to report

No issues or risks identified for this reporting period.

Changes Since Last Report

Change #1:

Date: 2025-10-27

Description: Since the previous update, the project charter has been revised and expanded to align with the newly defined goal of advancing into an IT support role. Several project artifacts have been updated to reflect the revised objectives, ensuring consistency across documentation. The project's focus has shifted from initial planning to refining structure and deliverables, with clearer direction for completing the work breakdown structure, budget, and methodology. Despite minor time setbacks, the project has maintained steady progress and stronger alignment with career development goals.

Reason / Impact if not made: The project charter and related artifacts were updated to better align with the revised goal of transitioning into an IT support role and to ensure all project components reflect this direction. These changes were necessary to maintain relevance, accuracy, and focus throughout project execution. If the updates had not been made, the project risked continuing under outdated objectives,

leading to misaligned deliverables, unclear priorities, and reduced effectiveness in achieving the intended career development outcomes.

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Managing IT Projects Course*