

# Weekly Project Status Report

## IT Department Career Advancement Project

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### Basic Information

<b>Reporting Period:</b>	Week 13: Nov 12 - Nov 18, 2025
<b>Project Name:</b>	IT Department Career Advancement Project
<b>Project Goal:</b>	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.
<b>Project Manager:</b>	David Dominguez

### Project Health

#### ON TRACK

**Executive Summary:** The project is on track and progressing well as I move into the execution phase. Key highlights include completing all project charter updates, improving my website, and discussing career goals with my manager to align with IT advancement opportunities. No major concerns at this time. Everything is going smoothly, and my next steps are to network and use feedback to keep making progress.

### Accomplishments This Week

1. ✓ Finished updating the project charter to align with my revised project scope and professor's feedback.
2. ✓ Fixed several bugs on my website to improve performance and appearance.
3. ✓ Discussed my career goals with my manager to align with potential opportunities in the IT department.

### Plan for Next Week

1. → Continue talking with my manager about career growth in IT.

2. → Ensure all assignments are up to date.

3. → Keep improving my website as needed.

## Upcoming Milestones

Milestone	Target Date	Status
Send or follow up on an outreach message to an IT contact.	11/16/2025	ON TRACK
Review company's career ladder framework and identify required skills.	11/30/2025	ON TRACK
Map current role to next level and prepare to apply for job openings.	1/4/2026	ON TRACK

## Issues & Risks / Mitigations

No issues or risks to report

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

## Changes Since Last Report

Change #1:

Date: 2025-11-15

**Description:** Since my last report, I completed the recommended changes to my project artifacts, including updates to the deliverables, WBS, budget estimations, project methodology, and project tools. These updates were made to align my project charter with the revised project scope and my professor's feedback. I also communicated with my manager about my career goals within the company and moved into the execution phase of my project. In addition, I made improvements to my website by fixing bugs and optimizing it to make it more functional.

**Reason / Impact if not made:** I made these changes to keep my project charter aligned with my updated project scope and my professor's feedback. Updating the deliverables, WBS, budget, methodology, and tools helps me stay organized and on track as I work toward completing the project. If these changes had not been made, my plan would be less clear and it would be harder to reach my project goals successfully.

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