

Weekly Project Status Report

IT Department Career Advancement Project

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Basic Information

Reporting Period:	Week 12: Nov 4-11, 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 is currently on track. The overall goal and deliverables remain aligned with the plan. I successfully communicated my interest in stepping up into IT roles with my manager, who has been very supportive. As a result, my schedule was adjusted so I can attend Spring Semester classes and keep my job, helping me continue building technical and professional skills.

Accomplishments This Week

1. ✓ Communicated Career Goals
2. ✓ Secured Manager Support
3. ✓ Revised and clarified my project goals and deliverables

Plan for Next Week

1. → Reach out to an IT team member or project manager to discuss mentorship or job-shadowing opportunities.

2. → Continue applying technical or organizational skills in daily work tasks to build practical experience.

3. → Continue Networking.



Upcoming Milestones

Milestone	Target Date	Status
Late November 2025: Connect with the IT professionals at my workplace.	11/20/2025	ON TRACK
Late November 2025: Update and finalize the project charter website.	11/24/2025	ON TRACK
Mid December 2025: Reach out to IT staff to discuss job opportunities.	12/15/2025	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: 2025-11-11

Description: The project goals and deliverables were revamped to reflect a stronger emphasis on professional growth, mentorship, and practical application of new skills at work, rather than just job-seeking activities. What I still need to work on includes determining whether a project budget is necessary, since I haven't yet selected any certifications or courses that may require funding. I also need to refine the project methodology so it aligns with my updated goal of advancing into the IT department. Finally, I need to fix some bugs and update the content on my project charter website to ensure that the UX design functions properly and aligns with my project goals. I plan to have these updates completed by this Friday.

Reason / Impact if not made: I made this change because I recently started a new job, and I see new ways to grow in my career. My original project focused on finding an entry-level IT job, but now that I'm already working, it makes more sense to focus on building my technical and leadership skills where I am. If I hadn't made this change, my project wouldn't match my current situation.

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