



# Weekly Project Status Report

## Entry-Level IT Job Search Campaign

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### Basic Information

|                   |   |
|-------------------|---|
| Reporting Period: | Week 7, Sept 29- Oct 3, 2025  |
| Project Name:     | Entry-Level IT Job Search Campaign  |
| Project Goal:     | The goal of my project is to obtain at least 3 interviews from 15 IT job applications by December 2025, with the professional portfolio website serving as a key tool to support this objective. The website will showcase my technical skills, certifications, and experience to demonstrate my readiness. |
| Project Manager:  | David Dominguez   |



### Project Health

 ON TRACK

**Executive Summary:** The project is on track, with the charter finalized and clear goals aligning to my IT career objectives. Key progress includes defining measurable outcomes, refining scope and deliverables, and selecting tools like Asana for project management. The next phase focuses on developing and launching my portfolio website to support my job search.



### Accomplishments This Week

1. ✓ Defined Success Metrics
2. ✓ Visual & Documentation Updates
3. ✓ Structured Scope & Deliverables



### Plan for Next Week

1. → I plan to start building my portfolio website by setting up the main structure and navigation.

2. → I will add key sections such as the Home, About, Projects, and Contact pages, including my resume and contact form.

3. → I also plan to test the site's functionality and gather feedback to guide design improvements.

## Upcoming Milestones

| Milestone  | Target Date | Status   |
|--|-------------|----------|
| Completing the first version of the portfolio website.   | 10/9/2025   | ON TRACK |
| Launching the website publicly and collecting stakeholder feedback for revisions.                                  | 10/20/2025  | ON TRACK |
| Begin job application campaign by submitting 15 targeted IT support applications and tracking interview responses. | 10/20/2025  | ON TRACK |

## Issues & Risks / Mitigations

### No issues or risks to report

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

## Changes Since Last Report

### No changes to report

No changes occurred since the last reporting period.