

# Status Report

<b>Project: Two-Day Seminar and Workshop</b> <b>Date: Feb 202X</b>			
<b>Name/Organization:</b>		Juan Cortez/Success Inc	
<b>Overall Project Status of Your Deliverables</b>			
<b>Deliverable Status</b> (Red, Yellow, Green) <ul style="list-style-type: none"> <li><b>Green:</b> On track for completion as planned</li> <li><b>Yellow:</b> Some risks and issues present</li> <li><b>Red:</b> Will not achieve desired results</li> </ul>	<b>Objectives</b>	<b>Current Health</b>	<b>Forecast/Trending</b>
	Scope	Green	Green
	Schedule	Yellow	Red
	Budget	Green	Green
<b>Help Needed</b> (Requirement and Sources)  Describe as Must Have, Should Have, and Like to Have		<b>Must have:</b> The catering plan requires a decision from Sandra Morgan regarding budget constraints and accommodating dietary restrictions.	
<b>Risks</b> (New risks and changes since last report (Add, Change, Delete))		<ul style="list-style-type: none"> <li>Potential low turnout due to the flu situation in the Dallas area and unfavorable economic conditions.</li> <li>Technical difficulties during the event may affect virtual attendee participation.</li> </ul>	
<b>Issues</b> (Risks that occurred or questions you need responses for)		<ul style="list-style-type: none"> <li>The team needs a timely decision on the motivational speaker to secure their participation.</li> <li>Some key planning documents are still in progress and require prompt completion.</li> </ul>	
<b>Recent/Pending Decisions</b> Impacting Project		<ul style="list-style-type: none"> <li>Sandra Morgan's decision on the catering plan to determine the vendor selection based on budget constraints and dietary restrictions.</li> <li>Finalization of the motivational speaker selection before February 10, 2024.</li> </ul>	
<b>Comments</b>		The team is actively coordinating with stakeholders to increase the response rate for invitations and secure a larger attendance.	