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| **Project: Two-Day Seminar and Workshop**  **Date: Feb 202X** | | | |
| **Name/Organization:** | Juan Cortez/Success Inc | | |
| **Overall Project Status of Your Deliverables** | | | |
| **Deliverable Status**  (Red, Yellow, Green)   * **Green**: On track for completion as planned * **Yellow**: Some risks and issues present * **Red**: Will not achieve desired results | **Objectives** | **Current Health** | **Forecast/Trending** |
| Scope | Green | Green |
| Schedule | Yellow | Red |
| Budget | Green | Green |
| **Help Needed**  (Requirement and Sources)  Describe as Must Have, Should Have, and Like to Have | **Must have**: The catering plan requires a decision from Sandra Morgan regarding budget constraints and accommodating dietary restrictions. | | |
| **Risks**  (New risks and changes since last report (Add, Change, Delete)) | * Potential low turnout due to the flu situation in the Dallas area and unfavorable economic conditions. * Technical difficulties during the event may affect virtual attendee participation. | | |
| **Issues**  (Risks that occurred or questions you need responses for) | * The team needs a timely decision on the motivational speaker to secure their participation. * Some key planning documents are still in progress and require prompt completion. | | |
| **Recent/Pending Decisions** Impacting Project | * Sandra Morgan's decision on the catering plan to determine the vendor selection based on budget constraints and dietary restrictions. * Finalization of the motivational speaker selection before February 10, 2024. | | |
| **Comments** | The team is actively coordinating with stakeholders to increase the response rate for invitations and secure a larger attendance. | | |