**PROJECT PERFORMANCE REPORT**

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| **Project Title:** | Kate’s eCommerce Website | | |  | | **Date Prepared:** | | 10/4/2020 |
| **Project Manager:** | | Doug Blackburn |  | | **Sponsor:** | | Kate & Andria Thomas | | |

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| Accomplishments for This Reporting Period:Website hosting, content management system installed, database configured, image repository created, image formatting underway, website styles underway |
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| Thus far, although much of the effort has been around collecting the customer’s requirements and preferences, I’m on target with the tasks planned for this time period.  Accomplishments Planned but Not Completed This Reporting Period: |

Root Cause of Variances: N/A**PROJECT PERFORMANCE REPORT**

| Impact to Upcoming Milestones or Project Due Date: I do not anticipate any negative impact, as the project is proceeding on pace and without significant challenges or interruptions. |
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Planned Corrective or Preventive Action: N/A

Root Cause of Variances: N/A

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| Summary of Upcoming Tasks – Next major steps will involve the installation and configuration of the e-commerce storefront application and beginning the input of products, product variations, prices and othe product information. With formatting for the main pages nearing completion, I will also have to work on the formatting of the look and feel of the product pages to provide a consistent experience throughout the process of navigating main and storefront pages. |
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Planned Corrective or Preventive Action: N/A

Accomplishments Planned for Next Reporting Period – Installation and configuration of storefront; input of initial product listing; template for import of additional items – particularly those with shared characteristics/options; formatting/design of product pages.

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| New Risks Identified: N/A |
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| Risk |
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**Issues**

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| Issue: N/A |
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**Comments**

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| **As might be expected, bringing a website to life for an aspiring 12-year old entrepreneur has been a blast. It’s brought out both my and her creative side and she is reveling in the fact that she is the “boss” for this effort. ☺** |