

# PROJECT STATUS REPORT

## FLEX DATA INC.

### AS OF: 10/7/2024

#### PROJECT STATUS SUMMARY

Percent Complete: 5.0%

Scope	Schedule	Risks	Quality
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#### Scope:

We are done with the Project Charter, though it is still up for changes as the year continues and we decide if we have enough on our plate. I am glad to be marking this green because its been stressful to catch back up. We have also finished and submitted the Requirements document and are now focused on understanding how the models work.

#### Schedule:

We are getting back on schedule though I still think some other groups are probably ahead of us so I am marking this yellow because we are now catching up and I expect us to be green next week but as of this moment we are in the yellow area.

#### Risks:

There is now a better way to communicate with our Sponsor which was the main reason our Risks was red last week and have received our project for the year and understand what we need to do. I am just marking this as yellow because we are still lagging behind a bit but it is much better than last week.

#### Quality:

Our project charter is completed and very accurate, alongside with our requirements document and I am very proud of my team for the hard work because it is very detailed. I am marking this section green because we are completing everything as expected by the class and by our Sponsor.

#### WORK PLANNED FOR LAST WEEK

1. Have a meeting with Sponsor and ask as many questions as possible
2. Get access to the main Github repository
3. Receive our project outline and finish the project charter
4. Team Meeting
  - a. Discuss Sponsor meeting and hopefully have no more doubts
  - b. Discuss roles for project
  - c. Discuss the rest of the week with this new knowledge

#### WORK COMPLETED LAST WEEK

1. Sponsor reached out on discord and gave us a project and access to the github repo
  - a. Still had a meeting regardless to communicate our concerns and ask for clarification on parts

2. Team Meeting
  - a. Decided on what attribute our new model will be predicting, using a voting system
  - b. revised the Project Charter with our new project outline
    - i. It is now accurate and completely entails what we have been tasked within alongside with potential expansions as long as we have time for them
3. Completed requirements document
  - a. Contains a lot of use cases
4. Gave out tickets to the team to keep us on task

### WORK PLANNED FOR NEXT WEEK

1. Start learning how to create a new model
  - a. Understand how the previous models work
  - b. Define what “perception” looks like in achievements
2. Complete tickets
  - a. model research
  - b. API Auth research
3. TA Meeting
  - a. explain how we are now back on track
  - b. receive feedback on what we should focus on now
  - c. any suggestions from her
4. Team Meeting
  - a. keep researching on how to create a new model
  - b. discuss answers from Sponsor

### OPEN ISSUES

1. Researching Models
  - a. Status: On schedule
2. Researching API
  - a. Status: On schedule

### DELIVERABLES AND MILESTONES

Milestone	WBS	Planned	Forecasted	Actual	Status
First Draft of Project Charter	001	09/29	09/29	09/29	Completed
Final Draft of Project Charter	002	10/06	10/06	10/13	Completed
Understand how models function	003	10/20	10/20		Ongoing
Deliverable	WBS	Planned	Forecasted	Actual	Status

### OPEN CHANGE REQUESTS

Change Request Name	Change Request Number	Request Date	Current Status
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Add timesheets	001	10/13	Undergoing change in github repo
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### **KEY PERFORMANCE INDICATORS (KPI's)**

**Schedule** - Project is **A Little Behind Schedule**

Schedule Variance (SV): **-3** days