

# PROJECT STATUS REPORT

## FLEX DATA INC.

### AS OF: 09/30/2024

#### PROJECT STATUS SUMMARY

Percent Complete: 3.14159%

|       |          |       |         |
|-------|----------|-------|---------|
| Scope | Schedule | Risks | Quality |
|-------|----------|-------|---------|

#### Scope:

The project is still working on defining the Project Charter. We are still in need of a defined project outline from our sponsor to be able to accurately create our Charter and understand everyone's role in this project. Though we will still be able to complete the first draft of the charter for this week using the description in the project book and first meeting we had with our sponsor. This part is green as we should be in this stage in our project currently.

#### Schedule:

The project is not falling behind but we are limited on what we can do since we haven't received the Project Outline as previously stated. I have made this section Yellow because we are working as much as necessary but are still constrained to giving the perfect Project Charter that will define the rest of the year for us.

#### Risks:

I am a little afraid that by the Sponsor not having a specific project ready for us, it might hinder the way we will work together for the rest of the year and how we'll deliver a final product that will not only suffice this class but also benefit Flex Data. I am marking this yellow as it warrants for caution.

#### Quality:

We are still working very hard on our Project Charter and do not see any part of our work failing in quality even with the Risks we are facing. Our charter's first draft will still be an accurate representation of the work we will be doing this coming year.

#### WORK PLANNED FOR LAST WEEK

1. Email the Sponsor independently about our interests in the project
  - a. Wait to then receive the project outline
2. Team Meeting
  - a. Come up with more clarifying questions for Sponsor
  - b. Reflect on the project outline
3. First Draft Project Charter
  - a. assign parts of the charter to teammates
  - b. discuss important charter details such as roles and responsibilities
  - c. submit first draft
4. Record timesheets

**WORK COMPLETED LAST WEEK**

1. Emailed Sponsor and awaiting project outline
  - a. Included some clarifying questions
2. Team Meeting
  - a. Discussed team roles
  - b. Assigned parts of Project Charter to teammates
  - c. Wrote the skeleton of the Project Charter
3. Completed assigned sections of the first draft of the Project Charter and submitted to Canvas
4. Updated Github Repo
  - a. added timesheets for week 4 and 5

**WORK PLANNED FOR NEXT WEEK**

1. Recieve project outline from the Sponsor
  - a. revisit the Project Charter and review any sections that dont align with the new project outline
2. Team Meeting
  - a. Introduce week 5 Status Report
    - i. Give feedback, what is good and what needs improvement
  - b. Go through Project Outline and Charter together
    - i. Look for any confusing parts and clarify them
    - ii. Discuss what should be changed given the new Project Outline
3. Continue adding timesheets, build a habit of them
4. Finalize Project Charter and get our Sponsor to sign off on it

**OPEN ISSUES**

1. Incomplete understanding of yearlong project
  - a. Status: awaiting to receive detailed project outline from our sponsor

**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      |        | On Schedule |
|                                |     |         |            |        |             |
| Deliverable                    | WBS | Planned | Forecasted | Actual | Status      |
|                                |     |         |            |        |             |
|                                |     |         |            |        |             |
|                                |     |         |            |        |             |

**OPEN CHANGE REQUESTS**

| Change Request Name | Change Request Number | Request Date | Current Status                   |
|---------------------|-----------------------|--------------|----------------------------------|
| Add timesheets      | 001                   | 09/29        | Undergoing change in github repo |

## KEY PERFORMANCE INDICATORS (KPI's)

**Schedule** - Project is On Schedule

Schedule Variance (SV): + 0 days