

PROJECT STATUS REPORT

FLEX DATA INC.

As Of: 10/7/2024

PROJECT STATUS SUMMARY

Percent Complete: 3.5%

Scope	Schedule	Risks	Quality
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Scope:

We are still working on the Project Charter since we received little to no communication from our sponsor this last week till friday so we are suffering a bit timewise and are falling behind. We don't really have an idea what our project is fully but I'm not too worried because once we receive our project outline we will be able to move quickly to catch up and start working on our project!

Schedule:

We are falling behind on our project as mentioned, I would say we are a week and a half behind maybe just because the project charter requires a lot of communication that will be even more difficult with our sponsor being in a different continent. I am hoping next week's meeting will help set us back on track and get us going again. I put this as red because we are really suffering timewise and even our TA mentioned we should be further ahead in the planning stage now.

Risks:

I am putting this as red because it was yellow last week and the Risks have only gotten worse, we still haven't received a project outline from our Sponsor and I don't believe he has one prepared for us quite yet which creates a large problem for us since we aren't able to work on a project since we simply don't have one.

Quality:

I am marking this as yellow because we are losing time which will result in a loss of quality but I don't think it will be detrimental to the project and we might be able to come back from this issue we've run into and get back on track. I do hope we get to move faster on this project to be able to enhance our Quality and Schedule.

WORK PLANNED FOR LAST WEEK

1. Receive project outline from the Sponsor
 - a. revisit the Project Charter and review any sections that don't 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

WORK COMPLETED LAST WEEK

- 1. Set up a meeting with our Sponsor for next week
- 2. Discussed questions for Sponsor and alternatives to get in communication with him
- 3. Planned potential diagrams we will construct for code structure
- 4. Had meeting with TA and revisited Charter briefly

WORK PLANNED FOR NEXT WEEK

- 1. Have 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 project charter
- 4. Team Meeting
 - a. Discuss Sponsor meeting and hopefully have no more doubts
 - b. Discuss roles for project
 - c. Discuss rest of the week with this new knowledge

OPEN ISSUES

- 1. Incomplete understanding of yearlong project
 - a. Status: awaiting to receive detailed project outline from our sponsor
- 2. Incomplete Project Charter
 - a. Status: Behind schedule
- 3. Gaining access to Github
 - a. Status: waiting for sponsor to add us to the github repo

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		Behind Schedule
Deliverable	WBS	Planned	Forecasted	Actual	Status

OPEN CHANGE REQUESTS

Change Request Name	Change Request Number	Request Date	Current Status
Add timesheets	001	10/06	Undergoing change in github repo

KEY PERFORMANCE INDICATORS (KPI's)

Schedule - Project is **Behind Schedule**

Schedule Variance (SV): **-7** days