

Status Template Quick Links:

[Started](#)
[Continuing](#)
[Milestone](#)
[Prioritized](#)
[Deprioritized](#)
[Flagged](#)
[Blocked](#)
[Emergency Request](#)
[Completed](#)

Weekly Status Update

Week of MM-DD-YYYY

Due: Thursday, Month, DD

The top portion of this document will include a list of the initiatives mentioned in the weekly status update. It will allow for an overall summary of status(es) with each initiative. Some sub-initiatives may have multiple statuses depending on their size.

List of Initiatives:

1. [Initiative Name 1](#)

Status: [Deprioritized](#)

2. [Initiative Name 2](#)

a. [Sub-Initiative 2a](#)

Statuses: [Continuing](#), [Blocked](#)

b. [Sub-Initiative 2b](#)

Status: [Continuing](#)

c. [Sub-Initiative 2c](#)

Status: [Continuing](#)

3. *Collaborative Initiative Name 1*

Status: **Milestone**

This next section includes a sample of what Weekly Status Update entries could look like. Each entry follows the order given in the overview list and if there are multiple statuses per initiative/sub-initiative, they are sorted by status. Any **Milestone** statuses should be listed first, followed by any negative (**Blocked**, **Deprioritized**, **Flagged**) statuses, and then any remaining statuses.

Initiative Name 1

Status: **Deprioritized**

Deprioritized

Title(s): Mode Analysis
Who: Person 1, Person 2
Update: No new notes. Notes from last week: <i>Lack of emphasis on importance has led to deprioritization.</i>
When was this deprioritized?: ~Dec 10th
Why was this deprioritized?: Due to lack of follow-up, focus shifted to projects in Initiative 2.
Who authorized the deprioritization and when?: Assumed priority change ~ Dec 10th based on developments in Initiative 2.
Any challenges?: N/A

Initiative Name 2:

Sub-Initiative 2a

Statuses: **Blocked**, **Continuing**

Blocked

Title(s): County Analysis
Who: Person 1
Update: No new updates - still needing to receive more data from external vendor. The below shows notes from last week.
Who is blocking: External vendor
What is the block?: Not enough measurements.
What have you tried?: Reaching out to external vendor for new data. External vendor estimates new data will be available ~January 2021.

Continuing

Title(s): <ul style="list-style-type: none">• Mode Analysis• Energy System• Slow System Wide Voltage Mode
Who: Person 1, Person 2, Person 3
Progress: Person 3: reached preliminary results
Update: <ul style="list-style-type: none">• Person 3: Downloading and uploading more data• Energy System: Literature review• Slow System: Mode shape analysis and visualization on maps
Any challenges?: <ul style="list-style-type: none">• Person 3: May need more data and extra preprocessing to further investigate.

- Slow System: The PSD estimations could impact the accuracy of mode shape analysis. Potential remedies: using DFR data from the same vendor or improve the PSD result by normalization techniques.

Initiative Name 2:

Sub-Initiative 2b

Statuses: **Continuing**

Continuing

Title(s): <ul style="list-style-type: none">• Mode Analysis• Energy System• Slow System Wide Voltage Mode
Who: Person 1, Person 2, Person 3
Progress: Person 3: reached preliminary results
Update: <ul style="list-style-type: none">• Person 3: Downloading and uploading more data• Energy System: Literature review• Slow System: Mode shape analysis and visualization on maps
Any challenges?: <ul style="list-style-type: none">• Person 3: May need more data and extra preprocessing to further investigate.• Slow System: The PSD estimations could impact the accuracy of mode shape analysis. Potential remedies: using DFR data from the same vendor or improve the PSD result by normalization techniques.

Initiative Name 2:

Sub-Initiative 2c

Continuing

Title(s): <ul style="list-style-type: none">• Mode Analysis• Energy System• Slow System Wide Voltage Mode
Who: Person 1, Person 2, Person 3
Progress: Person 3: reached preliminary results
Update: <ul style="list-style-type: none">• Person 3: Downloading and uploading more data• Energy System: Literature review• Slow System: Mode shape analysis and visualization on maps
Any challenges?: <ul style="list-style-type: none">• Person 3: May need more data and extra preprocessing to further investigate.• Slow System: The PSD estimations could impact the accuracy of mode shape analysis. Potential remedies: using DFR data from the same vendor or improve the PSD result by normalization techniques.

Collaborative Initiative Name 1:

Status: **Milestone**

Milestone

Title(s): Metadata Superset
Who: Ben
Update: Any notes here.
What is worth celebrating?: I finished part 1/3! OR I found a new way that improves this by 10x OR I showed this to someone and it was successful! What else could go here?
What is the impact of this outcome/deliverable?: This means I can progress to the next stage of development OR This means our final product will be more successful, too OR This suggests an even more useful final outcome.
How can I find out more about this outcome/deliverable? Email Ben with any questions.

Statuses

This section contains a run-down of each status' information and includes a table you may copy to build your weekly status update as outlined in the examples above.

Status: Started

Used to indicate a new initiative has been started within the timeframe of the status update. In the status section, write no more than 2-3 sentences. If you have had any challenges, or foresee potential blockers, make note of them in the "Any challenges?" section.

Started

Title(s): <ul style="list-style-type: none">• Metadata Superset
Who: Ben
Update: <ul style="list-style-type: none">• I am beginning to gather requirements for all the metadata superset data with internal resources.
Any challenges?: <ul style="list-style-type: none">• I am still working to get in touch with external resources.

Status: Continuing

Used to indicate a previously started initiative is still being worked on, but is progressing in a healthy manner. In the “Progress” section, you may indicate what the progress of the initiative is, such as by listing the number of tickets done. Samples are given, but some projects will be longer than others, so the week description may change. Regardless, indicate the number week of work in the Status section.

Continuing

Title(s): <ul style="list-style-type: none">• Metadata Superset
Who: Ben
Progress: Week 2
Update: <ul style="list-style-type: none">• I am currently working on gathering requirements for all the metadata superset data with external resources and internal resources.
Any challenges?: <ul style="list-style-type: none">• Not so far

Status: Milestone

Used to indicate when an initiative has reached a notable point of development. May fall between “Continuing” statuses for an in-progress initiative.

Milestone

Title(s): Metadata Superset
Who: Ben
Update: Any notes here.
What is worth celebrating?: I finished part 1/3! OR I found a new way that improves this by 10x OR I showed this to someone and it was successful! What else could go here?
What is the impact of this outcome/deliverable?: This means I can progress to the next stage of development OR This means our final product will be more successful, too OR This suggests an even more useful final outcome.
How can I find out more about this outcome/deliverable? Email Ben with any questions.

Status: Prioritized

Used to indicate when an initiative has been moved up in terms of prioritization. Why the initiative was prioritized and who authorized the status change is required.

Prioritized

Title(s): Metadata Superset
Who: Ben
Update: No new notes.
When was this prioritized?: ~December 10
Why was this prioritized?: Due to <new project/initiative name>.
Who authorized the prioritization and when?: <Person of Authority> authorized this change on <date>.
Any challenges?: May need extra help to finish the project by the new deadline.

Status: Deprioritized

Used to indicate when an initiative has been moved down in terms of prioritization. Why the initiative was deprioritized and who authorized the status change is required.

Deprioritized

Title(s): Metadata Superset
Who: Ben
Update: No new notes, reached out to team members for any updates but have not heard any progression/response. Notes from last week: <i>Lack of emphasis on importance has led to deprioritization.</i>
When was this deprioritized?: ~December 10
Why was this deprioritized?: Due to <new project/initiative name>.
Who authorized the deprioritization and when?: <Person of Authority> authorized this change on <date>.
Any challenges?: We may need this data in the next two weeks, otherwise it will block <other project>.

Status: Flagged

*Used to indicate when an initiative has encountered a notable delay or hold-up that should be noted for future reference, but progress is still being made and thus the initiative is not **Blocked**.*

Flagged

Title(s): Metadata Superset
Who: Ben
Update: No new notes, reached out to team members for any updates but have not heard any progression/response. Notes from last week: <i>Lack of emphasis on importance has led to deprioritization.</i>
When was this flagged?: ~December 10
Why was this flagged?: Due to <new project/initiative name>.
Any challenges?: We may need this data in the next two weeks, otherwise it will block <other project>.

Status: Blocked

Used to indicate when an initiative has been blocked.

Blocked

Title(s): Metadata Superset
Who: Ben
Update: No new notes, reached out to team members for any updates but have not heard any progression/response.
Who is blocking?: External Vendor
What is the block?: Their sign on system does not work and they are unable to move forward
What have you tried?: Nothing, this is on them. I've contacted the representative 2x this week

Status: Emergency Request

Used to indicate when an initiative has been bumped to top priority. This status, if used, should always be listed first in the Weekly Status Update.

Emergency Request

Title(s): Metadata Superset
Who: Ben
Update: Data needed before end of the year, moved to top priority.
Who is requesting?: Internal department
When needed by?: Dec 31, 2020.
Any challenges?: Other initiative progress will be put on hold to complete this request.

Status: Completed

Used to indicate when an initiative reached the end of its development and produced its final outcome/deliverable. Any final notes on the initiative can be shared here.

Completed

Title(s): Metadata Superset
Who: Ben
Update: Portion of project completed.
What is the impact of this outcome/deliverable?: We will be able to more effectively assess our data.
Who did it?: Ben
Any final notes?: The metadata superset has been passed on to <name> in external resources.
How can I find out more about this outcome/deliverable?: Contact <name> in external resources.

