

## Status Report

<b>Project: Success Investor Day</b> <b>Date: January 31</b>			
<b>Name/Organization:</b>		Juan Cortez/Success, Inc.	
<b>Overall Project Status of Your Deliverables</b>			
<b>Deliverable Status</b> (Red, Yellow, Green) <ul style="list-style-type: none"> <li><b>Green:</b> On track for completion as planned</li> <li><b>Yellow:</b> Some risks and issues present</li> <li><b>Red:</b> Will not achieve desired results</li> </ul>	<b>Objectives</b>	<b>Current Health</b>	<b>Forecast/Trending</b>
	Scope	Green	Green
	Schedule	Yellow	Yellow
	Budget	Green	Yellow
<b>Help Needed</b> (Requirement and Sources)  Describe as Must Have, Should Have, and Like to Have	<ul style="list-style-type: none"> <li><b>Must Have:</b> <ul style="list-style-type: none"> <li>Meeting streaming requirements.</li> <li>Complete planning documents.</li> <li>Identify motivational speaker.</li> </ul> </li> <li><b>Should Have:</b> Gluten free catering option.</li> <li><b>Like to Have:</b> At least 70% replies to invitations. Only 50% received.</li> </ul>		
<b>Risks</b> (New risks and changes since last report (Add, Change, Delete))	<ul style="list-style-type: none"> <li><b>Add:</b> <ul style="list-style-type: none"> <li>Low attendance due to flu and unfavorable economic conditions.</li> <li>Unable to find motivational speaker within budget and subject matter requirements by Feb 10.</li> <li>Can't provide gluten free food option.</li> </ul> </li> </ul>		
<b>Issues</b> (Risks that occurred or questions you need responses for)	<ul style="list-style-type: none"> <li>Sandra Morgan to approve 10% more budget to satisfy all dietary restrictions.</li> <li>IT lead promised Sophia Lamar support for streaming requirements. Answer in 1 week.</li> </ul>		
<b>Recent/Pending Decisions</b> Impacting Project	<ul style="list-style-type: none"> <li>10% increase in budget to satisfy dietary restrictions.</li> <li>IT support for streaming.</li> <li>Identify motivational speaker within budget and subject matter requirements by Feb 10.</li> </ul>		
<b>Comments</b>	<ul style="list-style-type: none"> <li>Need increase in budget.</li> <li>Prefer more attendees.</li> <li>On schedule.</li> </ul>		

## Status Report