**Project Status Report I**

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| Date of Report Issue/Prepared: Jan, 25 |

Report Prepared By Team Members: Kevin Lapointe

Employer/Organization (if applicable) : George Brown College

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| --- | --- | --- |
| Project Name:  Project Team:  Period Reporting:  Overall Project Health | Employee Management System | |
| Group 11 | |
| Start Date: **Jan 06, 2025** | End Date: **Jan 31, 2025** |
| Green (Good) | |

Summary

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| **Project Status Summary** |
| The progress of the Employee Management System application is still in the planning stage. Time has been allocated in finishing the project planning document and status report. |

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| **Accomplishments As Planned** | **Planned but not Accomplished** |
| Finishing Sprint 5 which includes the project plan template, project status report, and minutes of meeting document | All planned tasks have been accomplished for sprint 5 |
|  | A rough prototype of the application |
|  | Sprint 6 documents |

Upcoming Objectives for **Feb 01, 2025 to Mar 7, 2025**

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|  | | **Planned Activities/Tasks for Next Period** | |  |
| Activity/Task | Assigned To  <name/s> | | Duration  <days> | Date |
| Create a rough prototype of the Employee Management System application | Team Members | | 8 days | Feb,01 – Feb,08 |

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| --- | --- | --- | --- |
|  | **Milestones for Next Period** | | |
| Milestone (Objective) | | Assigned To | Delivery Date |
| Sprint 6 | | Team Members |  |

Managing Issues and Risk (for current reporting period and next period)

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| **Issues/Problems** | **Resolution Strategy** | **Due Date** |
| No issues or problems |  |  |

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| **Upcoming Risks** | **Risk Ranking**  **(Hi, Med, Low)** | **Risk Impact**  **(Hi, Med, Low)** | **Mitigation Strategy** |
|  |  |  |  |

**NOTE: Attach additional sheets if insufficient space available**

**Submission Guidelines:**

Please submit as “W25\_T<team number>\_ProjectReport1”.

For e.g., W25\_T99\_ProjectReport1

This is a group submission i.e. one per group.

**Due Dates:**

**Sunday, Feb 02, 2025 (11:59 p.m.)**