Part 1: Refinement to Project Charter

I need to work on my deliverables such as attending career fairs and looking at job postings. I do this by attending an upcoming career fair and looking at entry level job posting on Handshake, LinkedIn as well as Indeed.

Part 2: Weekly Status Report (within the Project Charter URL)

https://nikofan1.github.io/Calude-ProjectCharter/

Status Report ▼

Weekly Project Status Report — Entry-level I.T Position
Generated: Saturday, November 1, 2025 – 10:17 AM
- **Reporting Period:** 11/01/25
- **Project Manager:** Niko Fan
- **Project Goal:** The goal is to get an entry level I.T positon. My goal is to start a career as an I.T professional where I can use my skills in computers and technology to help solve problems..

📊 **Project Health**
Status: 🟢 ON TRACK
Executive Summary: Project is just a bit behind schedule, but not far behind. Spoke with professor to clearify my deliverables for getting an I.T entry level job.

✅ **Accomplishments This Week**
1. Made changes to my deliverables and WBS
2. Learned all required HTML, CSS, and JavaScript certificates from LinkedIn Learning
3. Added all certificates and resume to personal porfolio page

📅 **Plan for Next Week**
1. Attend a Career Fair this week
2. Participate at least 3 careers fair within this month
3. Continue working on project charter

🎯 **Upcoming Milestones**

Milestone	Target Date	Status
Job Hunting	11/01/2025	ON TRACK
Attend Technology Career Fair	11/08/2025	ON TRACK
Job Application Process	12/15/2025	ON TRACK

⚠️ **Issues & Risks / Mitigations**
No issues or risks to report for this period.

🔄 **Changes Since Last Report**
I made changes to my deliverables and my work breakdown structure to focus more on getting an IT entry level positon.

Part 3: Project Plan Update

I made a few changes but nothing major. I also added relevant deliverables for my project goal. Predictive Methodology is updated as well.