

Weekly Check-In Report

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Project Information

Project Manager: Niko Fan

Week Number: 12

Project Name: Entry level I.T Position

Project URL: <https://nikofan1.github.io/Calude-ProjectCharter/>

Part 1: Refinement to Project Charter (5 pts)

Feedback provided by professor:

Professor recommended me to use Monday.com for my work breakdown structure.

Explanation of Refinements:

I started using Monday.com for my deliverables but am still having problem with pushing the update to my project charter.

Part 2: Weekly Status Report (10 pts)

☒ Latest Status report has been added to Project Website

☒ Includes all items

Part 3: Project Plan Update (10 pts)

☒ Review overall Project Plan and track progress

☐ Update the project tool items

☐ Take screenshots of updated project plan

☐ Screenshots have been added to the assignment

☒ Write explanation of what changed this week

Explanation of Project Plan Changes:

My deliverable changed because I used Monday.com instead as professor recommended.

Time & Effort Tracking (10 pts)

☒ Dedicated at least 90 minutes to meaningful project work

Brief Summary of Work Completed:

I started searching and applying to jobs on Handshake and LinkedIn this weekend and I need to apply to more to at least 10+