📊 Weekly Project Status Report

IT Career Launch Campaign

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📝 Basic Information

Reporting Period:	Week 10 Oct 20 - Oct 26, 2025
Project Name:	IT Career Launch Campaign
Project Goal:	To complete a career readiness project that develops verified professional materials, demonstrates IT skills, and leads to at least one interview by the end of the semester.
Project Manager:	Samuel Avila Varela

🗂️ Project Health

◍ ON TRACK

Executive Summary: The project remains on schedule after updating the charter to include six deliverables. Deliverable 2 (Portfolio Website Setup) was finalized, and the live site is now functioning with navigation and résumé integration. The next focus shifts to Deliverable 3 (Evidence Development) while preparing to begin the certification course next week.

✅ Accomplishments This Week

1. ✓ Completed and published the portfolio website on GitHub Pages.

2. ✓ Updated the Project Charter to reflect six deliverables and new workflow diagram.

3. ✓ Adjusted Asana plan and dependencies to align with revised deliverable order.

🗓️ Plan for Next Week

1. → Begin Deliverable 3 – Evidence Development by drafting project summaries

2. → Enroll in the Coursera/CompTIA Security+ practice course for Deliverable 4.

3. → Add proof sections and placeholders for certification and project PDFs on the website.

⌖ Upcoming Milestones

Milestone	Target Date	Status
Deliverable 3 – Evidence Development	11/5/2025	DELAYED
Deliverable 4 – Certification & Skills Validation	11/8/2025	ON TRACK
Deliverable 5 – Professional Visibility & Feedback	11/11/2025	ON TRACK

⚠ Issues & Risks / Mitigations

No issues or risks to report

No issues or risks identified for this reporting period.

↻ Changes Since Last Report

Change #1:

Date: 2025-10-26

Description: Restructured the Project Charter to expand from five to six deliverables. Added new deliverables for Portfolio Website Setup and Certification & Skills Validation and renumbered the workflow accordingly.

Reason / Impact if not made: This change ensures that each major component of the IT Career Launch Campaign is tracked independently and matches the updated Asana plan. Without this adjustment, later deliverables (like project evidence and certification) would have overlapped, reducing clarity in scheduling and progress tracking.

Change #2:

Date: 2025-10-26

Description: Updated the Hybrid–Incremental workflow diagram and methodology section to reflect six deliverables. Replaced the previous five-phase graphic with the new "Six Deliverables Workflow" version.

Reason / Impact if not made: Updating the visual ensured alignment between the written plan, project milestones, and Asana task flow. Leaving the old five-phase diagram would have caused confusion during grading and progress reviews, since it no longer represented the actual structure of the project.