



Weekly Project Status Report

IT Career Launch Campaign

Generated: Sunday, October 19, 2025 at 10:26 PM



Basic Information

Reporting Period:	Week 9 Oct 14 - Oct 19, 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: This week the project transitioned into Phase 2 – Evidence Development, focusing on building tangible proof of skills through case studies and visual documentation. The updated Asana structure clarified milestones and pacing across all five phases. Progress remains consistent, with deliverables on schedule and no critical blockers reported.



Accomplishments This Week

- ✓ Completed structural revisions in Asana, converting the plan to the new five-phase Hybrid–Incremental flow.
- ✓ Marked Phase 1 (Foundation) complete and created subtasks for Phase 2 case studies.
- ✓ Adjusted milestone dates and calendar pacing to align with the November 17 final launch.



Plan for Next Week

- Draft and write Case Study 1 (Project A) and Case Study 2 (Project B).
- Collect and organize visuals/screenshots for both case studies.

3. → Begin preparing summary notes for the Professional Visibility & Outreach phase.

Upcoming Milestones

Milestone	Target Date	Status
Phase 2 – Evidence Development	10/26/2025	AT RISK
Phase 3 – Professional Visibility & Outreach	11/2/2025	ON TRACK
Phase 4 – Feedback & Revision Cycle	11/9/2025	ON TRACK
Phase 5 – Launch & Interview Preparation	11/16/2025	ON TRACK

Issues & Risks / Mitigations

No issues or risks to report

No issues or risks identified for this reporting period.

Changes Since Last Report

No changes to report

No changes occurred since the last reporting period.