Weekly Project Status Report

IT Career Launch Campaign

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Basic Information

Reporting Period:	Week 6: Sept 22 - Sept 28, 2025
Project Name:	IT Career Launch Campaign
Project Goal:	Secure at least one interview for an entry-level IT role by the end of the semester. To support that goal, I will build a professional foundation through an optimized resume, a live portfolio, project showcases, peer feedback, and professional visibility efforts such as targeted job applications.
Project Manager:	Samuel Avila Varela

Project Health



AT RISK

Executive Summary: This week, most of my focus was spent on rethinking and restructuring the direction of my project. I updated my project charter and clearly defined the SMART goal to focus on securing an interview as the primary outcome. Although I did not complete execution tasks yet, I now have a clear strategic direction to guide all future deliverables.

Accomplishments This Week

- 1. ✓ Updated and refined the project charter to reflect the revised mission, vision, and SMART goal.
- 2. \checkmark Clarified deliverables to ensure each one directly supports the ultimate objective of securing an interview.
- 3. ✓ Outlined the sequence of major project phases and started planning how they will connect to the final outcome.

Plan for Next Week

1. \rightarrow Begin initial work on the resume and content preparation phase.

- 2. \rightarrow Start drafting core materials such as my skills list, career summary, and project highlights.
- **3.** \rightarrow Explore job postings to identify what employers are looking for and tailor my content accordingly.

© Upcoming Milestones

Milestone	Target Date	Status
Resume & Skills Draft	10/4/2025	ON TRACK
Portfolio Structure & Setup	10/13/2025	ON TRACK
Peer Feedback & QA Round 1	10/20/2025	ON TRACK
Launch & Job Applications	11/4/2025	ON TRACK

↑ Issues & Risks / Mitigations

Execution tasks have not yet started, which could compress the schedule slightly. LOW

Mitigation: With the charter finalized and WBS in place, I plan to move directly into Deliverable 1 next week to build momentum and stay aligned with the project timeline.

Changes Since Last Report

No changes to report

No changes occurred since the last reporting period.

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Managing IT Projects Course