# **Ⅲ** Weekly Project Status Report

#### IT Career Launch Campaign

Generated: Monday, October 6, 2025 at 11:29 PM



#### **Basic Information**

Reporting Period:	Week 7: Sept 30 - Oct 6, 2025
Project Name:	IT Career Launch Campaign
Project Goal:	The goal of this project is to secure at least one interview for an entry-level IT support role by the end of the semester. To achieve this, I will build a strong professional foundation through an optimized resume, a portfolio website, project showcases, and targeted job applications.
Project Manager:	Samuel Avila Varela

#### Project Health



#### ON TRACK

Executive Summary: This week, I focused on creating and refining the first full draft of my resume and skills section to align with IT support job requirements. I restructured my experience, rewrote my professional summary, and highlighted key technical and soft skills to improve job readiness. The project is progressing smoothly and remains on track for upcoming milestones, with portfolio integration planned next.

#### **Accomplishments This Week**

- **1.**  $\checkmark$  Completed and polished a new resume with an updated summary, skills, and experience sections.
- 2.  $\checkmark$  Reframed previous work experience to highlight technical support, problem-solving, and communication skills.
- 3. ✓ Added a "Projects" section to the resume showcasing three key class projects.

#### Plan for Next Week

**1.**  $\rightarrow$  Finalize and export the professional resume as a PDF.

- **2.**  $\rightarrow$  Begin integrating resume and skills sections into the portfolio website.
- 3. → Draft initial content for the "About Me" and "Certifications" sections.

## **©** Upcoming Milestones

Milestone	Target Date	Status
Resume Optimization & Content Prep	10/7/2025	ON TRACK
Portfolio Website Development	10/13/2025	ON TRACK
Projects Showcase	10/20/2025	AT RISK
Peer Feedback & QA	11/4/2025	ON TRACK
Launch & Professional Visibility	11/16/2025	ON TRACK

#### /\tag{ Issues & Risks / Mitigations

The resume may still require feedback or small revisions before submission, which could slightly delay integration into the portfolio. LOW

*Mitigation:* Schedule a peer or mentor review early next week to finalize it quickly.

### Changes Since Last Report

Change #1:

Date: 2025-10-03

**Description:** Completed the resume draft deliverable and added a new "Projects" section to highlight key technical experience. Adjusted the timeline slightly to allow time for feedback and revisions before integrating the resume into the portfolio.

**Reason / Impact if not made:** This change ensures that the resume is aligned with IT job expectations and ready for application use. Without these updates, the project would move forward with incomplete content, which could reduce portfolio quality and delay future deliverables.

Change #2:

Date: 2025-10-05

**Description:** Adjusted milestone dates and reordered upcoming tasks in the project plan to reflect the completion of the resume phase and the transition into portfolio website development.

**Reason / Impact if not made:** This adjustment keeps the project timeline accurate and realistic as tasks shift into the next phase. Without updating the plan, deliverables could become misaligned, leading to scheduling conflicts and a rushed portfolio integration process.

Generated by Class Project Status Template
Managing IT Projects Course