PROJECT STATUS REPORT

PROJECT NAME	The Knot Studio Project		PROJECT MANAGER	Project Pilots	**On Track**
PROJECT REPORT TIMELINE	Week 3-4		REPORT DATE	5/5/2025	**Requires Attention**
					Off Track

PROJECT STATUS

Executive Summary
We are partnering with The Knots Studio, a Bangalore-based gifting brand, to design a stylish, mobile-friendly website that mirrors the brand's charm, storytelling, and service excellence. The goal is to create a digital platform that supports lead generation, builds trust, and enhances online presence. This week, the team has made meaningful progress in planning and design, setting the foundation for a successful website launch.

Overall project status		
OVERALL	GREEN	The project is currently on track, with all tasks being completed either on time or ahead of schedule.

Key indicators		
Component	**Status**	**Notes**
SCOPE	On Tack	The scope document has just been developed so there is no changes in scope
SCHEDULE	On Tack	The project is on schedule
BUDGET	On Tack	No finance involved

Accomplishment	Description	Completed/ In progress / Not Started
Client Kickoff Meeting	Initial alignment on business goals, expectations, and website vision	100 %
Background Research	Company profile, services, beliefs, clients, and brand positioning gathered	100 %
Scope Statement Finalized	Clearly defined in-scope vs. out-of-scope activities	100 %
XN Report Submission	Completed and submitted as per academic requirements	100 %
Agile Planning Initiated	Backlog creation and sprint discussions initiated	In Progress
Website Development Preparation	Feature list discussion and requirement gathering started	Not Started

RISKS	Description	Risk Priority	Risk Impact
Scope Creep	Client may request additional features beyond the initial scope.	Low	High
Design Misalignment	Website design may not fully align with the client's brand vision.	High	High
Team Availability	Team members may face academic or personal constraints.	Low	Medium
ISSUES	**Description**	**Issue Resolution**	**Issue Status**
Incomplete Definition of Done (DoD)	Teams may assume a task is "done" at different stages (e.g., design complete vs. tested and approved)	Establish and document a shared Definition of Done visible in Jira and review it at each sprint planning	Ongoing Issue