PROJECT STATUS REPORT

PROJECT NAME	The Knot Studio Project		PROJECT MANAGER	Project Pilots	*On Track*
PROJECT REPORT TIMELINE	Week 5-6		REPORT DATE	5/18/2025	*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	Getting the Wix website up and running. Completing the Home Page, About Us Page, and Contact Details.
SCHEDULE	On Tack	The project is on schedule
BUDGET	On Tack	No finance involved

Accomplishment	Description	Completed/ In progress / Not Started
Client Meeting	To discuss template for the Wix website	100 %
Team Meeting	To discuss clients needs and expectations about the website	100 %
Product Backlog	Created product backlog according to the clients needs	100 %
Platform for Website	The team decided to finally go with Wix as a platform to build the Knot Studio website	100 %
Agile Planning Initiated	Backlog creation and sprint discussions initiated	100%
Refining the product backlog	More discussion on feature of the website and its details	In Progress

RISKS	Description	Risk Priority	Risk Impact
Content Delays	The client may take longer than expected to provide testimonials and business client details, which can delay the website's completion	Low	High

Design Misalignment	Website design may not fully align with the client's brand vision.	Medium	High
Skill Gap	Most of the team members have not used Wix for a while, which could pose a risk to the project due to a potential skills gap.	High	High
ISSUES	**Description**	**Issue Resolution**	**Issue Status**
Client availability is limited	This is causing delays in getting timely feedback and approvals, which slows down project progress	Schedule regular, agreed-upon check-in meetings well in advance to ensure the client sets aside dedicated time	Ongoing Issue