STATUS REPORT

Project: Success Inc. Fall 2024 Seminar & Workshop **Date:** January 31, 2024	
Name/Organization:	Juan Cortez / Operations

Overall Project Status of Your Deliverables

Deliverable Status (Red, Yellow, Green)	Objectives	Current Health	Forecast/Trending
• **Green**: On track for completion as planned • **Yellow**: Some risks and issues present • **Red**: Will not achieve desired results	Scope	Yellow	Yellow
	Schedule	Green	Green
	Budget	Green	Red

Help Needed (Requirement and Sources) Describe as Must Have, Should Have, and Like to Have	**Must Have:** • Final decision on catering vendor due to dietary restriction conflict (Sandra Morgan) • Motivational speakers must be identified and secured before Feb 10 (Sandra Morgan) **Should Have:** • Update on IT Department's ability to support live streaming (IT Lead) • Need guidance on managing lower-than-expected RSVP rate (Priya Singh) **Like to Have:** • Approval for additional AV outsourcing, if the internal team is unable to meet requirements
Risks (New risks and changes since last report (Add, Change, Delete))	• Add: Gluten-free options not available in the budget-compliant catering proposal • Add: RSVPs are at 50%, lower than expected 70% (may affect Day 2 attendance) • Change: Speaker selection delay may compress agenda finalization • Delete: None at this time.
Issues (Risks that occurred or questions you need responses for)	• Speaker identification delayed; agenda finalization is at risk • Catering budget constraints vs. dietary requirements unresolved • IT team has not confirmed streaming support capabilities
Recent/Pending Decisions Impacting Project	• Pending: Catering vendor selection (Sarah Kim, Sandra Morgan) • Pending: Confirmation of motivational speaker • Pending: IT Department evaluation on whether to outsource streaming
Comments	• Overall, the project is progressing on schedule. • Budget pressure may rise due to food/dietary constraints and AV outsourcing. • Need to maintain momentum in vendor decisions to avoid last-minute issues.