**Weekly Status Report**

|  |  |  |
| --- | --- | --- |
| Report Date | Project Name | Prepared By |
| **18-Mar-2023** | **Ticketing Team 2** | **Mehmet Ali Cayhan,Venkata Sushyant,Akhil Ravuri,Harshith Dronavalli** |

**This Week/Month Status**

Overall Project Status

Financials

Schedule

Issues

Risk

|  |
| --- |
| Project Overview |
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| --- | --- | --- | --- | --- |
| task | % Done | START DATE | Lead | END DATE |
| Project Management Work -Planning- | **100** | **30-Jan-2023** | **AHMV Team** | **03-March-2023** |
| Creating Raid document | **100** | **09-Mar-2023** | **Akhil Ravuri** | **15-Mar-2023** |
| Project Cost Management Plan | **100** | **09-Mar-2023** | **Harshith Dronavalli** | **19-Mar-2023** |
| Review actuals spend for Month 4 | **100** | **09-Feb-2023** | **Mehmet Ali Cayhan** | **19-Mar-2023** |
| Project Risks and develop a risks management plan | **100** | **09-Feb-2023** | **Mehmet Ali Cayhan** | **19-Mar-2023** |
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| --- |
| Budget |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| category | spent | % of total | on track? | notes |
| Month 1 Actual Spends | **$9000** | **4.39%** | **Yes** |  |
| Month 2 Actual Spends | **$29000** | **14.14%** | **Yes** |  |
| Month 3 Actual Spends | **$27000** | **13.17%** | **Yes** | **We are 4 percent above the budget given to us this month. In terms of financial health, we stayed in the green zone this week. Although we stayed in the green zone last month, the upward trend in the budget continued. We will take the upward trend under control and try to stay below the budget given in the following weeks.** |
| Month 4 Actual Spends | **$28500** | **13.17%** | **yes** |  |
|  |  |  |  |  |

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| --- |
| RISK/Issues |
|  |

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| --- | --- | --- | --- |
| issue | ASSIGNED TO | DATE | Notes |
| All the potential risks can be addressed in the RAID Document. | **Project Manager** | **3-Mar-2023** | **The project manager noticed that the analyst was working longer than anticipated. This is a result of the project's early phase's longer than anticipated time spent gathering information.** |
|  |  |  |  |

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| Conclusions/Recommendations |
|  |

* RAID document has been created which addresses All the Risks, Assumptions, Issues, Dependencies.
* Actual spending has been reviewed for the Fourth month.
* Status report video has been uploaded to the team.

***Use Color legend to update your weekly status indicators above***

All is well

Caution

Problem