

This document is Interim Project Status Report.
It is part of the supporting assessment resources for Assessment Task 3 and 4 of BSBPMG532.

Native Bush Spices Australia

Website Development Project

Interim Project Status Report

The following is a project status report as per the agreed communication processes.

Meetings

The project schedule was agreed to by the Project Team at the outset.

The project commenced with a meeting with the website developer to discuss the brief for the web site. A further meeting was held to confirm the brief. However, no further meetings with the developer have occurred, as set out in the schedule.

Project progress

The web site developer has created a first mock-up of the site. However, they have been unable to get formal feedback in order to move on. I note that we recently spoke and you advised that due to other work that you had been unable to provide feedback.

I note that there is a budget overrun.

Recommended actions

Provide feedback asap in order that the web site project does not fall too far behind schedule.

I recommend that we discuss training costs for website to stay within budget.

I also recommend that either I take on more tasks, or you delegate some of your duties to other colleagues so we can get the website project completed.

Project Team Member - Customer Service Officer