

Interim Project Status Report

Eco-Natural Skin Care Australia Business Website Development Project

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

Meetings

The project schedule was agreed by the project team at the outset.

The project commenced with a meeting with the CBSA Website Developer to discuss the brief for the website. A further meeting was held to confirm the brief. However, no further meetings with the Developer have occurred as per the schedule.

Project progress

The Website developer has done a first mock up of the site. However, he has been unable to get formal feedback in order to move on. The PM notes that we recently spoke and the Eco-Natural Skin Care Operations Manager advised that due to other work priorities, he had been unable to provide feedback.

As per the agreed tasks, I note that there is a budget overrun if we are to develop all the requirements in the Briefing Report. The full online shopping page with registration function, search functions, full menu and online bot feature, was a long-term goal for the organisation.

Recommended actions

Operations Manager is to provide feedback ASAP to the CBSA Project Manager so that the Website Development Project does not fall too far behind the schedule of October delivery.

Confirm the scope of the website to be developed. Budget does not allow for the long-term goals – that is, an online shopping page, cart and secure payment page to be built.

Recommend we discuss training costs for website so as to stay within budget.

Recommend that either the Project Manager takes on more tasks or the PM is able to delegate some of the duties to other colleagues so we can get the website development completed.

Con Kafatos
Project Manager
September 20XX