

Interim Project Status Report

Eco-Natural Skin Care Australia Business Trade Show Promotion 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 Bill Bixby from Booth, banners, fliers, and more Trade Show Services to discuss the brief for the project. 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 Trade Show Services provider has completed a computer simulation of the Booth Design and brochures. He has not received official approval to proceed.

The PM notes that the Eco-Natural Skin Care Operations Manager advised that due to illness they had been unavailable but will review and approve ASAP. This will not impact timeframes.

Draft printed materials to meet accessibility standards have been developed.

As per the agreed tasks, I note that there will be a small budget increase if we are including the rental of a large screen computer for the tradeshow booth.

Recommended actions.

Operations Manager is to provide feedback ASAP to the CBSA Project Manager so that the Trade Show Promotion Project does not fall too far behind the schedule of January delivery.

Confirm the scope of the Trade Show Promotion Project.

Recommend that an additional \$1,000 is added to the budget for the large screen computer. Total budget will be \$1,000.

Approval of draft printed materials to allow time for printing.

Con Kafatos

Project Manager

September 20XX