**EXAMPLE: Project SolCharge Progress Report (March 9)**

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| --- | --- | --- | --- | --- |
| **Not Started** | **On Track** | **Progress** | **Off Track** | **Complete** |

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| Deliverables | January 15 | January 19 | January 26 | February 2 | February 9 | February 16 | February 23 | March 2 | March 9 | March 16 | March 23 | March 30 | April 6 |
| Sol Charge Mtgs→  (Times shown = MTZ) | 1/15 8:00 AM | 1/19 2:30pm | 1/26 2:30pm | 2/2 2:30pm | 2/9 9:00am | 2/16 9:00am | 2/23 2:30pm | 3/2 2:30pm | 3/9 2:30pm | 3/16 2:30pm | 3/23 2:30pm | 3/30 2:30pm | 4/06 2:30pm |
| Kickoff Meeting |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Landscape  Assessment | Started to build our Landscape Assessment |  | Deliver + Present Landscape Assessment | Executive Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings | Executive  Meetings |
| Who  Profiling | Waiting on additional data from Landscape to start |  | Information on who is likely to adopt this product |  | Deliver Who Profiling |  |  |  |  |  |  |  |  |
| Research  Preparation | Craig and Jeff Dotson Meeting on Monday |  | Meet with Analytics Team | Research Plan  +  Attributes | Create Survey and Get Sign Off | Focus Groups | Focus Groups + Concepts | Survey Design + Focus Groups |  |  |  |  |  |
| Field Survey |  |  |  |  |  |  |  |  | Field Survey |  |  |  |  |
| Analysis |  |  |  |  |  |  |  |  | Finalize Insights | Generate Insights |  |  |  |
| Presentation |  |  |  |  |  |  |  |  |  |  | Present Analysis |  |  |
| How Insights |  |  |  |  |  |  |  |  |  |  | Finalize Insights |  |  |
| How - Presentation |  |  |  |  |  |  |  |  |  |  | Insights Presentation |  |  |
| Commercial Strategy |  |  |  |  |  |  |  |  |  |  |  | Alignment | Presentation  +  Competitive |

**Weekly Check-point Meeting Agenda:**

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| --- | --- | --- | --- | --- |
| Time | Topic (Leader) | Desired Outcome | Next Steps/Timing | Owner |
| ~2:30 (5 mins) | Project Update (Gustavo) | Report on progress made | Present competitive matrix by 5/14 (April)  Archive final deliverables for client by 5/15 (Gustavo)  Send client invoice 5/15 (Bella) | |
| ~2:35 (75 mins) | Presentation (BYU Team) | Present Findings |
| ~3:50 (5 mins) | Next Steps (Gustavo) | Alignment on Next Steps |
|  |  |  |

**Issues to be Resolved Today:**

* None this week

**Project: Progress Report (Date)**

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| --- | --- | --- | --- | --- |
| **Not Started** | **On Track** | **Progress** | **Off Track** | **Complete** |

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| Deliverables | Date: |  |  |  |  |  |  |  |  |  |  |  |  |
| Mtgs→  (Times shown = MTZ) | Time: |  |  |  |  |  |  |  |  |  |  |  |  |
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**Weekly Check-point Meeting Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Topic (Leader) | Desired Outcome | Next Steps/Timing (Owner) |
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**Issues to be Resolved Today:**