

At Risk	WBS	Task	Description	Assigned To	L&D Resource	Status	% Complete	Progress	Health	Start Date	End Date
🚩		Sample Project Tracker				In Progress	30%	🔄	🟢	01/30/25	07/28/26
🚩	1	Preparation	This project phase includes kickoff meetings and initial information gathering			Complete	100%	🟢	🟢	01/30/25	02/11/25
🚩	1.1	Intake/Scope Meeting				Complete	100%	🟢	🟢	01/30/25	02/11/25
🚩	1.1.1	Schedule Kickoff Meeting			Monika Stage	Complete	100%	🟢	🟢	01/30/25	01/30/25
🚩	1.1.2	Complete Scope Document		Stakeholder 1, 2, & 3	Monika Stage	Complete	100%	🟢	🟢	02/11/25	02/11/25
🚩	2	Design Phase	This project phase includes iterative cycles of design, prototyping, and stakeholder review.			Complete	100%	🟢	🟢	02/12/25	04/18/25
🚩	2.1	Training Outline				Complete	100%	🟢	🟢	02/12/25	03/14/25
🚩	2.1.1	Draft Outline Draft			Monika Stage	Complete	100%	🟢	🟢	02/12/25	03/03/25
🚩	2.1.2	SME Review		Stakeholder 1, 2, & 3		Complete	100%	🟢	🟢	03/03/25	03/10/25
🚩	2.1.3	Revise Outline Draft			Monika Stage	Complete	100%	🟢	🟢	03/10/25	03/12/25
🚩	2.1.4	Confirm Changes with SME		Stakeholder 1	Monika Stage	Complete	100%	🟢	🟢	03/12/25	03/14/25
🚩	2.2	Design Document				Complete	100%	🟢	🟢	03/14/25	04/18/25
🚩	2.2.1	Draft Design Document			Monika Stage	Complete	100%	🟢	🟢	03/14/25	04/07/25
🚩	2.2.2	Stakeholder Review		Stakeholder 1, 2, & 3		Complete	100%	🟢	🟢	04/07/25	04/11/25
🚩	2.2.3	Revise Outline Draft			Monika Stage	Complete	100%	🟢	🟢	04/14/25	04/16/25
🚩	2.2.4	Confirm Changes with SME		Stakeholder 1	Monika Stage	Complete	100%	🟢	🟢	04/16/25	04/18/25
🚩	3	Development/Implement Phase	During this phase, the training materials are developed, reviewed by stakeholders, and revised in multiple iterative cycles			In Progress	18%	🔄	🟢	04/18/25	07/28/26
🚩	3.1	Program Materials Alpha Version				Complete	100%	🟢	🟢	04/21/25	05/21/25
🚩	3.1.1	Develop Alpha Materials			Content Developer	Complete	100%	🟢	🟢	04/21/25	05/09/25
🚩	3.1.2	Test Alpha		Stakeholder 1		Complete	100%	🟢	🟢	05/12/25	05/16/25
🚩	3.1.3	Review with Stakeholders		Stakeholder 1, 2, & 3	Monika Stage	Complete	100%	🟢	🟢	05/19/25	05/21/25
🚩	3.2	Communication Plan				In Progress	48%	🔄	🟢	04/18/25	07/09/25
🚩	3.2.1	Draft Communication Plan			Monika Stage	Complete	100%	🟢	🟢	04/18/25	04/25/25
🚩	3.2.2	Meet with Marketing		Marketing Team	Monika Stage	Complete	100%	🟢	🟢	04/28/25	05/02/25
🚩	3.2.3	Build/Develop Communication Materials				In Progress	70%	🔄	🔴	05/05/25	06/06/25
🚩	3.2.4	Review with Stakeholders		Stakeholder 1, 2, & 3		Not Started	0%	🟡	🔴	06/09/25	06/11/25
🚩	3.2.5	Revise and Confirm with Stakeholders		Stakeholder 1, 2, & 3		Not Started	0%	🟡	🔴	06/11/25	06/13/25
🚩	3.2.6	Launch Communication		Marketing Team		Not Started	0%	🟡	🟢	06/16/25	07/09/25
🚩	3.3	Program Materials Beta Version				In Progress	74%	🔄	🟢	05/21/25	07/07/25
🚩	3.3.1	Develop Beta Materials			Content Developer	Complete	100%	🟢	🟢	05/21/25	06/16/25
🚩	3.3.2	Test Beta		Stakeholder 1		Complete	100%	🟢	🟢	06/16/25	06/18/25
🚩	3.3.3	Review with Stakeholders		Stakeholder 1, 2, & 3		In Progress	80%	🔄	🟡	06/18/25	06/25/25
🚩	3.3.4	Revise			Content Developer	Not Started	0%	🟡	🟢	06/25/25	07/07/25
🚩	3.4	Pilot				Not Started	0%	🟡	🟢	06/25/25	07/25/25
🚩	3.4.1	Devise Pilot Plan		Stakeholder 1, 2, & 3	Monika Stage	Not Started	0%	🟡	🟢	06/25/25	06/27/25
🚩	3.4.2	Gather Pilot Participant Audience		Stakeholder 1, 2, & 3		Not Started	0%	🟡	🟡	06/30/25	07/08/25
🚩	3.4.3	Communicate with Pilot Participants		Stakeholder 1		Not Started	0%	🟡	🟡	07/08/25	07/11/25
🚩	3.4.4	Launch Pilot			LMS Admin	Not Started	0%	🟡	🟡	07/14/25	07/18/25
🚩	3.4.5	Gather Feedback		Stakeholder 1	Monika Stage	Not Started	0%	🟡	🟡	07/14/25	07/18/25
🚩	3.4.6	Revise Program			Content Developer	Not Started	0%	🟡	🟡	07/21/25	07/25/25
🚩	3.5	Implement/Launch Program				Not Started	0%	🟡	🟡	07/09/25	07/28/26
🚩	3.5.1	Deliver Training			LMS Admin	Not Started	0%	🟡	🟡	07/28/25	07/28/25
🚩	3.5.2	Monitor Program		Stakeholder 1, 2, & 3	Monika Stage	Not Started	0%	🟡	🟡	07/28/25	08/29/25
🚩	3.5.3	Provide Program Support		Stakeholder 1, 2, & 3	Monika Stage	Not Started	0%	🟡	🟡	07/28/25	08/29/25
🚩	3.5.4	Provide Training Reinforcement			Monika Stage	Not Started	0%	🟡	🟡	09/01/25	11/28/25
🚩	3.5.5	Provide Reporting			LMS Admin	Not Started	0%	🟡	🟡	07/28/25	07/28/26
🚩	3.5.6	Evaluate/Gather Feedback			Monika Stage	Not Started	0%	🟡	🟡	07/09/25	08/08/25
🚩	3.5.7	Revise Program			Monika Stage	Not Started	0%	🟡	🟡	08/08/25	08/14/25