Project Status Report

Good Consulting

Project Information

Projet Name

Process Optimization Initiative

Client

K15t GmbH

Reporting Period

January 2026

Project Manager

Laura Stein

Project Status

In progress

Report Date

16 January 2026

Executive Summary

This Project Status Report provides an overview of progress achieved during the reporting period. The project is currently **on track** with respect to scope, schedule, and budget. Planned activities for January were completed as expected, stakeholder engagement remains strong, and no critical risks have been identified that would impact delivery.

Project Objectives

The objectives of the project are to:

- Improve operational efficiency across key business processes
- Deliver agreed project outcomes within the approved timeline and budget
- Ensure consistent quality standards across all deliverables
- Maintain transparent communication and reporting with stakeholders

Overall Project Status

Overall Status: ON TRACK

- **Schedule:** On track
- **Budget:** On track
- **Scope:** Stable

Progress Since Last Report

During January 2026, the following activities were completed:

- Finalized current-state process analysis workshops
- Documented improvement opportunities and recommendations
- Conducted two stakeholder alignment meetings
- Updated project documentation and status tracking

Upcoming Activities

Planned activities for February 2026 include:

- Validation of proposed process improvements
- Development of the future-state process model
- Preparation of implementation roadmap
- Ongoing project status and steering updates

Key Milestones

Milestone	Planned Date	Actual Date	Status	Comments
Project Kick-off	05 Jan 2026	05 Jan 2026	Completed	Kick-off meeting held with all stakeholders
Current-State Analysis Completed	20 Jan 2026	19 Jan 2026	Completed	Delivered ahead of schedule
Improvement Opportunities Defined	30 Jan 2026	30 Jan 2026	Completed	Approved by client

Risks and Issues

Risks

- Dependency on availability of key client stakeholders during design reviews
  - *Mitigation:* Early scheduling and confirmed meeting cadence

Issues

- No open issues at the time of reporting

Change Requests

No change requests were raised or approved during the reporting period.

Budget Overview

Category	Planned (€)	Actual (€)	Variance (€)
Labor	45,000	44,200	+800
Other Costs	5,000	4,750	+250
Total	**50,000**	**48,950**	**+1,050**

Decisions and Action Items

Decisions

- Agreement to proceed with the proposed future-state design approach

Action Items

- ☐ Provide stakeholder feedback on future-state draft – K15t GmbH – 12 February 2026
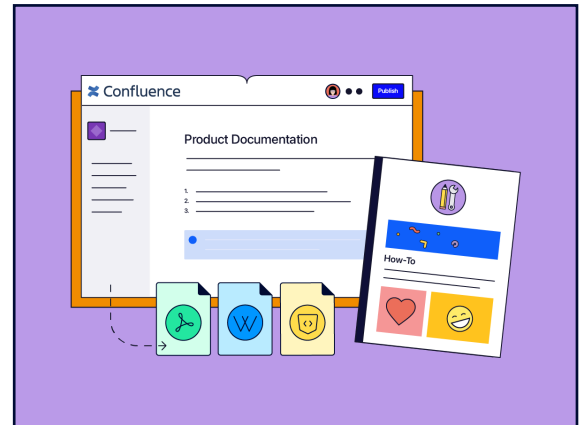- ☐ Prepare implementation roadmap draft – Good Consulting – 18 February 2026

Conclusion

Good Consulting confirms that the project remains aligned with agreed objectives and timelines. Progress to date demonstrates strong collaboration and effective execution. The project team will continue to proactively manage risks and maintain clear communication to ensure successful delivery.

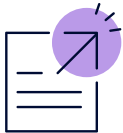# Thanks for Checking Out This PDF Export Example

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