WEEKLY PROJECT REPORT

Westbridge room booking pilot

Week ending 16 October 2026

AMBER

The booking form is ready for the pilot. Reception training is awaiting confirmation, which could affect the agreed 26 October start.

Progress this week

- The team tested the form with six reception staff. All six completed a booking.
- Facilities approved the room list on 14 October.

Problems and risks

Training dates are not confirmed. The pilot depends on reception staff being available.

Decision needed

Priya Shah / By 20 October

Approve a 30-minute training slot. The slot has been requested, not agreed.

Next actions

Action	Owner	Due
Circulate the quick-start sheet	Ben Hall	19 October
Arrange reception cover during training	Not supplied	Not supplied

Checks before sending

- [ ] Confirm who owns arranging reception cover.
- [ ] Confirm the training date before describing the pilot as ready.