

Next Steps & Action Plan Progress Report

Project/Initiative:

Website Redesign Project

Report Date:

2024-07-05

Prepared by:

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Action Plan Progress Overview

Step / Action Item	Owner	Target Date	Status	Comments / Next Steps
Finalize wireframes	UI Team	2024-06-20	Completed	Approved by stakeholders
Develop homepage prototype	Dev Team	2024-06-30	In Progress	On track, final testing ongoing
Content updates	Content Manager	2024-07-10	Not Started	Awaiting wireframe handoff
QA review	QA Team	2024-07-15	Pending	Scheduled after content updates

Summary & Next Steps

Redevelopment is proceeding as per schedule. All teams are on track for the next phase. Upcoming focus: content integration and comprehensive QA testing.

Key Issues / Blockers

- Content delays may impact the QA timeline.
- Resource availability for QA team to be confirmed.

Important Notes:

- Regularly update this report to track action items and accountability.
- Highlight any risks or blockers immediately to enable timely resolution.
- Keep status and next steps clear and concise for effective communication.
- Tailor the format as needed to fit the nature and stage of your project.
- This document serves as a record of progress and guides upcoming work.