Project Timeline Update Document

Project Details

Project Name	Website Redesign Initiative
Project Manager	Jane Smith
Date	June 18, 2024
Project Phase	Development

Timeline Overview

Milestone	Original Date	Current Status	Updated Date	Notes
Requirement Gathering	April 10, 2024	Completed	April 10, 2024	-
Design Phase	May 1, 2024	Completed	May 3, 2024	Delayed due to revised branding
Development Phase	May 15, 2024	In Progress	June 20, 2024	Minor resource constraints
Testing	June 25, 2024	Pending	June 28, 2024	Adjusted timeline
Go Live	July 5, 2024	Pending	July 10, 2024	Awaiting confirmation

Summary of Changes

- Design Phase completion delayed by 2 days due to branding updates.
- Development Phase extended by 5 days owing to resource constraints.
- Testing and Go Live dates shifted accordingly.

Action Items

- Finalize UI components for development handover by June 19, 2024.
- Allocate additional developer resources as needed.
- Communicate updated timeline to all stakeholders.

Important Notes:

- Timeline update documents should be concise and factual.
- Always highlight any changes in milestone dates and provide reasons.
- Keep stakeholders informed about immediate action items and next steps.
- Ensure all updated information is accurate before sharing.