

Next Steps and Action Items Progress Report

Project / Topic

Project Name: **Website Redesign**

Report Date: **2024-07-10**

Prepared By: **Jane Doe**

Summary of Progress

The redesign project has advanced according to the timeline. Key deliverables such as the new homepage layout, wireframes, and stakeholder feedback have been completed. The team is currently developing mobile responsiveness and finalizing content updates.

Action Items Progress

| Action Item | Owner | Status | Due Date | Comments |
|----------------------------------|----------|-------------|------------|-------------------------------------|
| Revise homepage layout | Sarah K. | Completed | 2024-07-01 | Shared with stakeholders 2024-07-02 |
| Finalize mobile design | Tom H. | In Progress | 2024-07-15 | On track, some assets pending |
| Update content for services page | Anne B. | Not Started | 2024-07-20 | Awaiting approval of new text |
| Get stakeholder feedback | Maria P. | Completed | 2024-07-05 | Feedback received and logged |

Next Steps

- Complete mobile responsiveness implementation.
- Approve and integrate updated services page content.
- Schedule next team review meeting.
- Prepare user feedback forms for beta release.

Challenges / Roadblocks

- Delayed content approvals may impact the overall timeline.
- Resource constraints for frontend testing.

Important Notes about This Document:

- This report should be updated regularly to ensure accuracy and visibility for all stakeholders.
- Documenting owners and statuses helps clarify accountability and track progress effectively.
- Highlight any roadblocks immediately for timely escalation and resolution.
- Keep next steps actionable, specific, and time-bound.

