

Project Timeline & Schedule Progress Report

Project Overview

Project Name: Website Redesign Launch
Project Manager: Jane Doe
Reporting Period: May 1, 2024 – June 15, 2024

Timeline & Schedule Snapshot

Milestone / Task	Owner	Start Date	End Date	Status	Notes
Project Kickoff	J. Doe	2024-05-01	2024-05-02	Completed	
Wireframe Approval	S. Lee	2024-05-03	2024-05-10	Completed	
Development Phase 1	Dev Team	2024-05-13	2024-05-31	In Progress	UI delays, 70% complete
Content Migration	M. Patel	2024-06-01	2024-06-10	Pending	Awaiting assets
QA & Testing	QA Team	2024-06-11	2024-06-14	Pending	
Go-Live	All	2024-06-15	2024-06-15	Pending	

Key Risks & Challenges

- Minor delay in obtaining final content from client
- UI integration running behind schedule

Upcoming Actions

- Schedule client review meeting for migrated pages
- Finalize all image and media assets by 2024-06-07
- Coordinate with QA for pre-launch checklist

Important Notes

- Always update project schedules with actual progress to reflect real-time status.
- Include specific owners and statuses for clear accountability.
- Document risks, issues, and mitigation strategies.
- Keep communication open with stakeholders through frequent, concise updates.
- Regular progress reporting helps identify delays and keep the project on track.