

Action Items and Next Steps Progress Report

Action Items Progress

Action Item	Owner	Start Date	Status	Comments
Finalize project timeline	Jane Smith	2024-06-12	Completed	Timeline shared with project team.
Review budget allocation	Mark Lee	2024-06-13	In Progress	Awaiting feedback from finance.
Coordinate vendor kickoff meeting	Sarah Thomas	2024-06-14	Not Started	Meeting to be scheduled this week.

Next Steps

Next Step	Responsible	Due Date	Status
Distribute updated project plan	Jane Smith	2024-06-16	Pending
Confirm design resources	Mark Lee	2024-06-18	Pending
Begin risk assessment process	Sarah Thomas	2024-06-20	Pending

Important Notes

- This document should be updated regularly to track progress and accountability.
- Ensure all action items and next steps have clear owners and due dates assigned.
- Status updates should be concise and reflect current reality.
- Use the comments section for any blocking issues or dependencies.
- Distribute the report to all relevant stakeholders after each update.