

Task Completion Progress Report

Project Name

Website Revamp 2024

Report Date

2024-06-12

Prepared By

Jane Doe

Reporting Period

June 4 – June 11, 2024

Task Progress Overview

Task	Owner	Status	Progress	Remarks
Design homepage mockups	J. Smith	Completed	<div><div style="width: 100%;">100%</div></div>	Delivered 2024-06-09
Develop landing page	A. Brown	In Progress	<div><div style="width: 75%;">75%</div></div>	On schedule
QA & Testing	M. Lee	Pending	<div><div style="width: 0%;">0%</div></div>	To start after development
Copywriting	K. Patel	In Progress	<div><div style="width: 60%;">60%</div></div>	First draft reviewed

Summary & Next Steps

Overall project progress is on schedule. All critical tasks for the week have been initiated. Key deliverables for the next period include completion of development and the start of QA & Testing.

Important Notes

- Progress reports help track and communicate the status of tasks to stakeholders.
- Regular updates improve transparency and enable timely intervention if issues arise.
- Ensure remarks are concise and factual for each task.
- Include owner names for accountability and follow-up.
- Summarize key achievements and next steps at the end of the report.