

Milestone-Based Status Report

Project Information

Project Name:	Website Redesign Initiative
Project Manager:	Alex Chen
Reporting Period:	June 1 - June 30, 2024
Date:	June 30, 2024

Milestone Status Summary

Milestone	Target Date	Status	Progress	Comments
Requirement Gathering	June 05, 2024	Completed	100%	All requirements finalized with client approval.
Design Phase	June 15, 2024	Completed	100%	Wireframes and mockups delivered.
Development Sprint 1	June 25, 2024	On Track	80%	Backend API integration ongoing.
Testing and QA	July 05, 2024	Upcoming	0%	Scheduled after Sprint 1 completion.

Key Issues / Risks

- Potential delay in API delivery from external vendor.
- Resource availability impacted by team member leave.

Next Steps

- Finalize API integration by July 2, 2024.
- Begin internal testing by July 3, 2024.
- Schedule client review meeting for early July.

Important Notes on Milestone-Based Status Reports:

- Focuses on progress against specific, predefined milestones.
- Helps identify delays and risks early in the project lifecycle.
- Supports clearer communication with stakeholders about project status.
- Should be updated regularly to reflect current progress and any changes.