

Project Progress Status Report

Project Name	Sample Project Title
Report Date	2024-06-22
Project Manager	Jane Doe
Reporting Period	June 2024

Project Overview

The purpose of this report is to provide an update on the project status, recent progress, key challenges, and next steps.

Milestone Status

Milestone	Planned Date	Actual Date	Status	Comments
Requirements Gathering	2024-05-10	2024-05-12	Completed	-
Design Phase	2024-05-20	2024-05-25	Completed	-
Development Start	2024-06-01	2024-06-01	In Progress	On Track
Testing and QA	2024-07-01	-	Pending	-

Current Progress

- Completed requirement gathering and design phases.
- Development phase started as scheduled.
- Core modules currently under development.
- No major issues reported this period.

Risks and Issues

- Potential resource availability risk during QA phase.
- Some minor delays in deliverables due to supplier input.
- No blockers identified at this stage.

Next Steps

- Continue current development sprints.
- Prepare test cases and plan for upcoming QA phase.
- Engage stakeholders for mid-project review.

Important Notes:

- Maintain consistency in reporting period and metrics for effective tracking.
- Clearly highlight risks, issues, and mitigation measures.
- Include concise comments for delays or deviations from the plan.
- This document should be updated and distributed regularly to all key stakeholders.
- Keep report content focused and relevant to support decision-making.