

Milestone Status Report

Project Information

PROJECT NAME	ABC Website Redesign
REPORT DATE	2024-06-25
PROJECT MANAGER	Jane Smith
REPORTING PERIOD	2024-06-01 to 2024-06-25

Milestone Overview

MILESTONE	PLANNED DATE	ACTUAL DATE	STATUS	COMMENTS
Project Kickoff	2024-06-01	2024-06-01	Completed	On schedule
Design Approval	2024-06-10	2024-06-13	Completed	Delayed due to client feedback
Development Phase Start	2024-06-14	2024-06-15	In Progress	Resources allocated
User Testing	2024-06-22	-	Pending	Scheduled for upcoming week

Key Issues & Risks

- Potential delay in content delivery from marketing team.
- Risk of resource allocation conflict with other projects.
- Dependency on external vendor for API integration.

Next Steps

- Begin user testing as scheduled.
- Finalize mobile design review.
- Continue regular project status updates to stakeholders.

Important Notes:

- This report provides a snapshot of milestone progress and highlights key risks and next actions.
- Accurate, up-to-date data ensures transparency among all stakeholders.
- Frequent milestone status reports can help identify and address issues early, minimizing delays.
- Comments clarify status and context for each milestone.
- Always update the document regularly and review for completeness before distribution.