Action Items and Responsibility Allocation Document

Project: Website Redesign Initiative
Date: 2024-06-12
Coordinator: Alex Martinez

Action Items

#	Action Item	Responsible	Deadline	Status
1	Finalize homepage wireframe	Chris Lee	2024-06-20	In Progress
2	Collect client feedback on design concepts	Farah Gupta	2024-06-18	Not Started
3	Update content for service pages	Ashley Brown	2024-06-24	In Progress
4	Develop contact form functionality	Jordan Fields	2024-06-30	Pending
5	Review and test responsive layouts	Patrice Moore	2024-07-02	Pending

Important Notes

- Clearly define responsibilities and deadlines for each action item to ensure accountability.
- Review and update the status of each action item regularly to track progress.
- Assign one primary responsible person for each task to avoid ambiguity.
- Share this document with all stakeholders for transparency and alignment.
- Keep an archive of previous versions for reference and auditing purposes.