Project Status Report

Date: June 15, 2024

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Project Overview

The purpose of this project status report is to provide stakeholders with a clear and concise update on progress, milestones, and any challenges encountered. This ensures transparency and keeps all parties informed about the project's current state to help facilitate informed decision-making and foster collaboration.

Key Milestones & Timeline

Milestone	Target Date	Status	Comments
Requirements Gathering	May 15, 2024	**Completed**	Documentation shared with all stakeholders.
Design Phase	June 10, 2024	**Completed**	Approved by key stakeholders.
Development Start	June 12, 2024	**In Progress**	Minor resource availability issue, being resolved.
Testing Phase	July 5, 2024	Pending	On schedule.
Project Go-Live	July 20, 2024	Pending	Not yet started.

Progress Summary

- Initial phases completed on time.
- Development underway with minor delay due to resource adjustment.
- All major risks actively monitored and managed.

Challenges & Risks

- **Resource availability:** Developer onboarding delayed by three days-adjusted project plan accordingly.
- **Dependency on third-party API:** Awaiting confirmation on integration date; alternative solutions are being considered.

Next Steps

1. Continue development, expected 80% completion by June 30, 2024.
2. Begin preparations for testing phase (test case development, environment setup).
3. Regular stakeholder meetings scheduled bi-weekly.

Action Items & Requests

- Decision required on API vendor by June 20, 2024.
- Stakeholders to review updated development timeline and provide feedback.

For further questions or clarifications, please contact: jane.doe@email.com