

Project Milestone Tracking Progress Report

A **project milestone tracking progress report** sample provides a clear overview of key achievements and upcoming deadlines, ensuring timely project delivery. It highlights completed tasks, current status, and any issues affecting progress. This report is essential for effective project management and stakeholder communication.

Project Overview

Project Name:	Website Redesign Project
Project Manager:	Jane Doe
Reporting Period:	June 1, 2024 – June 30, 2024
Status:	On Track

Milestone Progress

Milestone	Due Date	Status	Completion Date	Notes / Issues
Initial Planning & Requirements Gathering	June 5, 2024	Completed	June 3, 2024	-
Design Approval	June 15, 2024	Completed	June 14, 2024	-
Development Phase 1	June 22, 2024	In Progress	-	Awaiting final assets from design team.
User Testing	June 27, 2024	Delayed	-	Delay due to pending development tasks.
Project Launch	June 30, 2024	-	-	On schedule.

Issues & Risks

- Design assets delay:** Impacting start of development phase 1; expected resolution within 2 days.
- User testing delay:** Will begin immediately after development phase 1 completion.

Next Steps

- Receive and integrate final design assets (by June 17, 2024).
- Complete development phase 1 (by June 22, 2024).
- Begin user testing as soon as development is complete.
- Prepare for project launch and stakeholder review.