

# Project Status Report

The **project status report** provides an overview of current progress, milestones achieved, and upcoming tasks. It includes a comprehensive risk assessment to identify potential issues that could impact project timelines or objectives. This report enables stakeholders to make informed decisions and implement mitigation strategies promptly.

## 1. Project Overview

**Project Name:** Website Redesign Initiative

**Project Manager:** Jane Doe

**Reporting Period:** June 1, 2024 – June 15, 2024

## 2. Progress Summary

- Milestones Achieved:**
  - Requirements gathering completed
  - Initial design prototypes approved
  - Development environment configured
- Current Activities:**
  - Front-end development in progress (70% complete)
  - Back-end API integration started
- Upcoming Tasks:**
  - Quality Assurance testing
  - User Acceptance Testing preparation
  - Final deployment planning

## 3. Risk Assessment

Risk	Likelihood	Impact	Mitigation Strategy	Status
Delay in API delivery from third-party vendor	Medium	High	Establish regular check-ins; develop contingency plans	Open
Resource availability (key developer on leave)	High	Medium	Cross-train team members; adjust project schedule if necessary	Open
Scope creep due to additional stakeholder requests	Medium	Medium	Define and enforce change control process	Monitored
QA environment instability	Low	Medium	Coordinate with IT for prompt issue resolution	Resolved

## 4. Recommendations & Next Steps

- Continue daily stand-ups to monitor progress.
- Prioritize mitigation strategies for high-probability risks.
- Prepare detailed user testing plan ahead of QA phase.
- Maintain transparent communication with stakeholders.

### Report Prepared by:

Jane Doe, Project Manager

June 15, 2024