

Project Status Report

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The **project status report** provides a comprehensive overview of current progress, key milestones, and any potential risks. It enables management to make informed decisions and ensures alignment with strategic goals. Regular updates facilitate timely interventions and resource adjustments as needed.

1. Executive Summary

The project is progressing according to the planned schedule. Recent milestones have been met, though a moderate risk related to supplier delays has been identified. No major changes to scope or budget have occurred since the last update.

2. Key Milestones

Milestone	Status	Completion Date	Remarks
Requirements Gathering	Completed	2024-05-12	All requirements documented and approved
Design Phase	Completed	2024-05-28	Design documents finalized
Development Phase	In Progress	2024-06-30 (est.)	On track, minor delay due to resource adjustment
Testing Phase	Pending	2024-07-15 (est.)	Scheduled to start post development

3. Current Progress

- All major deliverables for the previous phase have been completed.
- Development activities are ongoing, with 60% completion.
- Collaboration with QA team initiated for test case development.

4. Risks & Issues

Description	Impact	Mitigation	Status
Supplier delivery delay	Medium	Identified alternative suppliers; monitoring closely	Open
Resource availability	Low	Cross-training team members	Addressed

5. Next Steps

- Continue development phase, with focus on Module 2 completion.
- Begin integration planning for upcoming testing phase.
- Monitor supplier situation and communicate updates as necessary.

6. Key Decisions Required

- Approval for additional budget pending supplier costs review.
- Decision on timeline contingency if supplier delays are prolonged.