**Vendor Progress Report**

**Project:** Telco Cloud Migration & Enablement  
**Reporting Period:** [Start Date] – [End Date]  
**Vendor Name:** [Vendor (e.g., Huawei, Ericsson, Safaricom TechOps, AWS)]  
**Submitted By:** [Vendor Contact Name & Title]  
**Date Submitted:** [Submission Date]

**1. Executive Summary**

Provide a brief summary of the current status, highlights, achievements, and any escalated issues:

*Example:*  
"During this reporting period, Huawei completed NFV onboarding and integration with OSS. Minor delays were encountered with container orchestration. All contractual milestones for Phase 2 were met."

**2. Deliverables Status**

| **Deliverable** | **Planned Completion Date** | **Actual Completion Date** | **Status** | **Remarks** |
| --- | --- | --- | --- | --- |
| OSS API Integration | [Planned] | [Actual] | On Track | Completed REST-based interface setup |
| CRM-M-PESA Gateway Deployment | [Planned] | [Actual] | Delayed | Awaiting endpoint whitelist from MNO |
| NFV VNFs Onboarding | [Planned] | [Actual] | Completed | Virtual routers and EPC modules done |
| Kubernetes Cluster Setup (Prod Environment) | [Planned] | [Actual] | On Track | CI/CD hooks pending final testing |
| Team Handover & Training | [Planned] | [Actual] | Not Started | Scheduled for next sprint |

**3. Milestone Progress Tracker**

| **Milestone** | **Status** | **Comments** |
| --- | --- | --- |
| Phase 1: Cloud Infra Provisioning | Completed | AWS EC2, S3, and IAM fully configured |
| Phase 2: OSS/BSS Containerization | In Progress | Helm charts defined, readiness at 80% |
| Phase 3: CRM & Mobile Money APIs | At Risk | Delayed due to dependency on firewall |
| Phase 4: Final UAT & Go-live Prep | Not Started | Planned for [Insert Date] |

**4. Issues & Risks**

| **Issue/Risk** | **Impact** | **Owner** | **Resolution Plan** |
| --- | --- | --- | --- |
| API latency between CRM and M-PESA gateway | High | Vendor Dev Team | Optimize caching; awaiting ISP ticket closure |
| K8s persistent volume mount failures | Medium | CloudOps | Patch under test in staging |
| Lack of training materials for OSS team | Low | PMO | To be delivered with Week 6 onboarding package |

**5. Resource Utilization Summary**

| **Role** | **Planned (hrs)** | **Actual (hrs)** | **Variance** | **Comment** |
| --- | --- | --- | --- | --- |
| DevOps Engineer | 120 | 130 | +10 hrs | Additional time for CI debugging |
| Solution Architect | 60 | 45 | -15 hrs | Reallocation planned |

**6. Next Steps / Planned Activities (Next Period)**

* Complete CRM-M-PESA end-to-end testing
* Conduct operational readiness training for Telco CloudOps team
* Submit Phase 2 test reports and defect logs
* Prepare sprint review with internal stakeholders

**7. Signature & Acknowledgment**

**Vendor Representative:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Representative:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_