**Project Status Report**

**Project:** Telco Cloud Migration  
**Report Date:** May 2025  
**Reporting Period:** May 1, 2025 – May 21, 2025  
**1. Executive Summary**

The Telco Cloud Migration Project is progressing well. The initiation and planning phases are complete, and the cloud architecture design has been approved. Migration preparation is underway with inventory and classification of applications near completion. No major issues have been encountered. The project remains on schedule and within budget.

**2. Project Milestones Status**

| **Milestone** | **Planned Date** | **Actual Date** | **Status** | **Comments** |
| --- | --- | --- | --- | --- |
| Project Kickoff | June 1, 2025 | June 1, 2025 | Completed | Kickoff meeting held with all stakeholders |
| Project Charter Approval | June 5, 2025 | June 6, 2025 | Completed | Slight delay due to stakeholder feedback |
| Architecture Design | July 10, 2025 | July 12, 2025 | Completed | Design approved after minor revisions |
| Migration Preparation | July 21, 2025 | In Progress | On Track | Inventory 90% complete |
| Migration Execution | August 1, 2025 | Not Started | Pending | Scheduled to begin on August 1 |
| User Acceptance Testing | August 25, 2025 | Not Started | Pending | Planned post migration execution |
| Go-Live | September 10, 2025 | Not Started | Pending | Scheduled after successful UAT |
| Project Closure | September 30, 2025 | Not Started | Pending | Final documentation and lessons learned |

**3. Work Completed This Period**

* Completed stakeholder identification and engagement strategy
* Finalized and approved cloud architecture design
* Completed initial inventory and classification of on-premise applications
* Set up test and staging cloud environments
* Developed migration strategy and risk mitigation plan

**4. Work Planned for Next Period**

* Complete application inventory and classification
* Conduct pilot migration of non-critical workloads
* Begin end-user training preparation and scheduling
* Finalize detailed migration schedule and resource allocation
* Continue risk monitoring and mitigation

**5. Key Issues and Risks**

| **Issue / Risk** | **Impact Level** | **Owner** | **Status** | **Mitigation / Resolution Plan** |
| --- | --- | --- | --- | --- |
| Delayed access to legacy systems | Medium | IT Operations | Open | Escalate with infrastructure team, adjust schedule |
| Potential resistance from business users | Medium | Change Manager | Monitoring | Engage users through workshops and communications |
| Data security during migration | High | Security Lead | In Progress | Strict adherence to encryption and access controls |
| Resource availability for migration | Low | Project Manager | Open | Reallocate internal resources, hire temporary staff |

**6. Budget Status**

| **Budget Item** | **Budgeted Amount** | **Actual Spend** | **Variance** | **Comments** |
| --- | --- | --- | --- | --- |
| Total Project Budget | $1,000,000 | $350,000 | -$650,000 | On track; major spends upcoming |
| Cloud Services | $600,000 | $200,000 | -$400,000 | Initial provisioning and contracts |
| Training | $100,000 | $25,000 | -$75,000 | Training materials development ongoing |
| Consulting / Support | $150,000 | $75,000 | -$75,000 | Vendor support contracts signed |

**7. Project Health Indicators**

| **Indicator** | **Status** | **Comments** |
| --- | --- | --- |
| Schedule | Green | Project is on schedule |
| Budget | Green | Spending within planned budget |
| Scope | Green | Scope well defined and controlled |
| Quality | Green | Deliverables meet quality expectations |
| Resources | Yellow | Minor resource constraints; mitigation in place |

**8. Decisions Required**

* Approval of additional budget for extended training sessions (estimated $20,000)
* Confirmation of vendor support contract extension for post-go-live period
* Final sign-off on migration cutover date

**9. Additional Notes**

* The upcoming pilot migration will be closely monitored for performance and risk control.
* Regular weekly status meetings are ongoing to ensure stakeholder alignment.
* Change management activities have been successful, with high engagement in communication campaigns.