# Milestone Report

## Author: Larissa Goh

## Date: 04/04/2025

**Version: 1.0**

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| --- | --- | --- | --- | --- |
| Milestone | Date | Status | Responsible | Issues/Comments |
| Team Portfolio Structure (folder layout) | 19/03/25 | Completed | Thomas | Done on time |
| Project Schedule | 25/03/25 | Completed | Win | Done on time |
| Stakeholder Register V1 | 19/03/25 | Completed | Nathan | Done on time |
| Team Contract | 20/03/25 | Completed | Win | Done on time |
| Upskilling Recommendation List V1 | 20/03/25 | Completed | Thomas | Done on time |
| Skills Analysis | 20/03/25 | Completed | Thomas | Done on time |
| Stakeholder Management Strategy V1 | 19/03/2025 | Completed | Nathan | Done on time |
| Stakeholder Register V1 | 20/03/25 | Completed | Nathan | Done on time |
| Communication Plan V1 | 20/03/25 | Completed | Charmi | Done on time |
| Gantt Chart V1 | 20/03/25 | Completed | Nathan | Done on time |
| Milestone Report V1 | 02/04/25 | Completed | Larissa | Done on time |
| Work Breakdown Structure V1 | 20/03/25 | Completed | Win | Done on time |
| Network Diagram | 31/03/25 | Completed | Nathan | Done on time |
| Critical Path Analysis | 31/03/25 | Completed |  | Done on time |
| Issue Log V1 | 23/03/25 | Completed | Larissa | Done on time |
| Risk Register V1 | 23/03/25 | Completed | Larissa | Done on time |
| Meeting agenda for kick-off meeting | 19/03/25 | Completed | Zafar | Done on time |
| Meeting agenda for meeting #2 | 25/03/25 | Completed | Thomas | Done on time |
| Meeting agenda for meeting #3 | 30/03/25 | Completed | Thomas | Done on time |
| Meeting minutes for kick-off meeting | 19/03/25 | Completed | Win | Done on time |
| Meeting minutes for meeting #2 | 27/03/25 | Completed | Win | Done on time |
| Meeting minutes for meeting #3 | 03/04/25 | Completed | Win | Done on time |
| Estimated Costs Breakdown | 31/03/25 | Completed | Charmi | Done on time |
| Project Proposal Submission | 04/04/25 | Completed | Thomas | Done on time |
| Project Proposal Presentation | 10/04/25 | Pending | Team |  |