



Q3 project overview

	Owner	Status	Timeline	Due date	Priority	
This month						
Finalize kickoff materials		Done	<div></div>	Sep 15	★★★★★	
Refine objectives		Working on it	<div></div>	Sep 19	★★★★★	
Identify key resources		Stuck	<div></div>	Sep 22	★★★★★	
Test plan		Done	<div></div>	Sep 26	★★★★★	
Next month						
Update contractor agreement		Done	<div></div>	Oct 10	★★★★★	
Conduct a risk assessment		Working on it	<div></div>	Oct 13	★★★★★	
Monitor budget		Stuck	<div></div>	Oct 19	★★★★★	
Develop communication plan		Done	<div></div>	Oct 22	★★★★★	

