**Monthly**

**Project Progress Report**

**Project Name:** ESS\_Portal (HRMS)

**Report Date:** 29/04/2025

**Reporting Period:** 01/04/2025 to 28/04/2025

**Prepared By:** Akash Singh

**Reviewed By:** Sohel Shaikh

# Summary

| **Field** | **Value** |
| --- | --- |
| Overall Progress (%) | 98% Complete |
| Current Phase | [Analysis / Development / Testing / UAT / Go-Live] |
| Health Indicator | [Green / Yellow / Red] |

# Highlights

| **Sr. No.** | **Details** |
| --- | --- |
| **1** | **Give Extra look if ESS\_portal.** |
| **2** |  |

# Lowlights

| **Sr. No.** | **Details** |
| --- | --- |
| **1** | **Proper Testing is required for ess\_portal.** |
| **2** |  |

# Task Progress Overview (Issues logged in Trace)

| **Sr. No.** | **Task/Feature** | **Status** | **Start Date** | **Planned End Date** | **Actual End Date** | **Owner** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Payroll Generate Salary Slip | In Development | 01-04-2025 | 25-04-2025 | - | Om | 90% completed |

# Timesheet for this project

| **User** | **Activity** | **Time Spent (Hours)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |
|  |  |  |

# Milestone Progress

| **Milestone** | **Planned End Date** | **Actual End Date** | **Status** | **Remarks** |
| --- | --- | --- | --- | --- |
| Phase 1 | 25-04-2025 | - | Planned | Testing ongoing |

# Risk Register

| **Risk** | **Likelihood** | **Impact** | **Mitigation Plan** |
| --- | --- | --- | --- |
|  |  |  |  |

# Next Steps / Focus Areas

| **Sr. No.** | **Next Step** |
| --- | --- |
| 1 | Complete PMS |
| 2 |  |

# Dependencies / Blockers / Support Required

| **Sr. No.** | **Dependency** | **Details** |
| --- | --- | --- |
|  |  |  |

# Other Remarks / Details, if any

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Testing is required for the project on professional basis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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