Techno-PM

Project Management Templates

# Key Highlights

Overall the project is 25% complete.

**Requirements have been delayed due to customer changes.**

Project Build is at 75%.

John on leave next week and Friday is a public holiday.

# Task / Issue Description

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Task / Issue Description | Owner | Start | Due | Status |
| 1 | Complete the Business Requirements and handover to John | Julie | 12-Jan | 19-Mar | WIP |
| 2 | Organize meeting with customer to understand changes to our policies | Sam | 13-Jan | 14-Jan | WIP |
| 3 | Organize system testing for the change required | John | 11-Jan | 12-Jan | Late |
| 4 | Discuss the possible changes to the scope | Kylie | 11-Feb | 14-Feb | Close |

## Comments / Updates

15-Jan by John: The task is not complete as the business requirements are not clear.

18-Feb by John: The task is back on track after requirements have been received.

11-Jan by Sam: This meeting will need to be moved as the changes are not finalised.

13-Jan by John: Task Delayed as no capacity present.

12-Jan by Kylie: Task complete.