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**Subject :** Project XYZ Update: Current Status and Resource Request

Respected Sir/Mam,

I hope this mail finds you well.Here is an update on Project XYZ

### **Current Status**

We have completed with the initial project planning and scope and with that we have completed the development of phase 1 and successfully integrated the key Feature A.

The pending tasks are final testing of phase 2 and training sessions

### **Key Milestone Achieved**

Development and integration of core components completed on time and successfully demonstrated the key Feature A, receiving positive feedback from tester

### **Challenges and Risks**

Certain tasks in phase 2 have experienced delays due to technical complexity which in result delayed the working for about 2 weeks

And we are also facing the shortage of skilled resources,impacting our ability to maintain the planned timeline.

### **Action Plan**

To address this challenges we have come up with few steps

- Engaging technical support to resolve complexity
- Reallocating existing resource and prioritizing the task to mitigate the impact of shortage
- Keeping the stakeholder informed of progress

### **Request for Approvals and Additional Resources**

To ensure the project remain on track,we kindly request:

Additional skilled resources to help in work to complete on time and secondly the budget as the phase 2 has more complexities and need more time and budget we request for more 20% of the initial budget for the completion of project on time and efficiently.

We appreciate your continued support and understanding. Our team is committed to delivering this project successfully and on time. Please let me know if you have any questions or need further details.

Thank you for your attention to this matter

**Best regards,**

Mohit Dadhich

Project Manager

Project XYZ

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