

PROGRESS REPORT

Michael Scott



STATUS SUMMARY

Project on track for delivery

Delivery date is end of Q3

Estimate cost of \$14,000

Project will deliver after update in Q4

Date of delivery is July 20xx

PROGRESS

Schedule Implications

- Investors are planning to see the project delivered in Q4
- Late delivery will delay future funding for further projects

Roadblocks

- Understaffed in key roles
- Tools to complete project randomly go offline

SCHEDULE

Key Dates

- Product launches in Q3
- updates launch in Q4

- For detailed schedule, see management

Note: Please make sure you are familiar with details of the schedule

DELIVERABLES

Main Critical Deliverables

- Product launch
- Software updates
- Press release
- Printed materials

Confidence Rating

- 5/5 confident that we will complete project on schedule

COSTS

Projection Of Costs

- \$14,000 projection for project
- Main source from angel investors

Cost Overruns

- \$2,000 over budget
- Closed gaps in communication with staff to present future budget issues
- Project can track to remain on budget based on planning and current projections

TECHNOLOGY

Technical Problems That Have Been Solved

- Created offline working mode to prevent delays

Dubious Technological Dependencies For Project

- Software will continue to crash
- Work offline and save updates when servers are back online

Outstanding Technical Issues That Need To Be Solved

- Software tools for running product testing

RESOURCES

Project Resources

- All staff is working on keeping the project on time
- Hire vendors to help with project completion
- Need more funding if we want to hire more workers to help in the future

What Customers Want

- Customers want their product to work efficiently so they can continue to communicate with their employees while they work remotely

Next Review Date: July 20XX

- Check on warehouse update
- Fix software issues
- Finish drafting solution
- Resolve budget question

Goals for Next Review

- Dwight Schrute will tackle and resolve the goals by next meeting

Action Plan Review

GOALS FOR NEXT REVIEW

THANK YOU

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