**Project Status Report**  
**Project Name:** GreenLeaf Medical Delivery  
**Month Ending:** [Insert Date]

**Project Status Summary**  
**Percent Complete:** 66%

The GreenLeaf Medical Delivery project is progressing well, with 66% of the work completed. The online ordering platform has been developed and is undergoing final testing. Legal approvals and compliance measures are in the final review phase. While staffing and operational setup are advancing as planned, minor delays in partnership agreements and regulatory approvals have affected the project timeline, pushing certain milestones slightly behind schedule.

**Work Planned for Last Month**

* Finalization of the online ordering and verification platform.
* Establishment of delivery fleet procurement and tracking system setup.
* Completion of regulatory compliance documentation submission.
* Initial hiring and training of key staff members.

**Work Completed Last Week**

* Online ordering platform developed and undergoing testing.
* Delivery vehicle procurement completed, with GPS tracking installed.
* The legal compliance framework nearly finalized.
* 80% of staff training was completed.
* Marketing campaign pre-launch preparations completed.

**Work Planned for Next Week**

* Complete testing and deployment of the online platform.
* Secure final legal approvals and operational licenses.
* Conduct final training for delivery personnel.
* Initiate marketing campaign and customer outreach.
* Finalize partnerships with medical dispensaries.

**Open Issues**

* Legal approval delays may impact on the official launch timeline.
* Partnership agreements with some dispensaries are pending final signatures.
* Potential need for additional compliance testing for security protocols.

**Open Risks**

* Delayed legal approvals could impact on the projected full-scale launch.
* Budget constraints may require reallocation of resources.
* IT security compliance verification may need additional testing, impacting the launch timeline.

**Deliverables and Milestones**

| **Milestone** | **WBS** | **Planned Date** | **Forecasted Date** | **Actual Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| Project Initiation | M1 | Day 1 | Day 1 | Day 1 | Completed |
| Funding Secured | M2 | Day 45 | Day 45 | Day 45 | Completed |
| Online Platform Ready | M3 | Day 90 | Day 100 | - | In Progress |
| Legal Approvals Granted | M4 | Day 120 | Day 130 | - | In Progress |
| Staff Trained | M5 | Day 150 | Day 160 | - | In Progress |
| Marketing Launched | M6 | Day 180 | Day 185 | - | Not Started |
| Full-Service Launch | M7 | Day 200 | Day 210 | - | Not Started |

**Open Change Requests**

| **Change Request Name** | **Change Request Number** | **Request Date** | **Current Status** |
| --- | --- | --- | --- |
| Additional Security Testing | CR45032 | [Insert Date] | In Review by Compliance Team |
| New Dispensary Partnership | CR45045 | [Insert Date] | Approved, Pending Implementation |

**Key Performance Indicators (KPIs)**

* **Schedule:** Project is **slightly behind schedule** due to regulatory delays.
  + **Schedule Variance (SV):** -$5,000
  + **Schedule Performance Index (SPI):** 0.95
* **Cost:** Project is **within budget**.
  + **Cost Variance (CV):** $2,500
  + **Cost Performance Index (CPI):** 1.02

**Conclusion**  
The GreenLeaf Medical Delivery project is advancing well with a 66% completion rate. While there are minor setbacks related to regulatory approvals and dispensary agreements, mitigation plans are in place to address these challenges. The next steps involve finalizing approvals, training staff, and launching the marketing campaign before the full-service launch.