

Project Status Report

Project: ABC Widget Company Website Implementation

Date: 5/15/2007

Filed By: John Doe

Milestones since last status report:

Title: Initial Home page design delivered to client for approval

Owner: Beth Jones

Due Date/time: 5/12/2007 3PM

<input checked="" type="checkbox"/>	Milestone Completed.
<input type="checkbox"/>	Milestone Not Completed.

Reason:

Title: Navigation Structure Outline Delivered to programmers

Owner: Bob Smith

Due Date/time: 5/12/2007

<input type="checkbox"/>	Milestone Completed.
<input checked="" type="checkbox"/>	Milestone Not Completed.

Reason: I still have not received the final outline from the client. John Wellington (client) was supposed to have delivered that to me on 5/10 but has asked for more time. He has since promised that I will have it no later than EOB tomorrow.

Title: Database Backend installed and configured, ready for content upload.

Owner: Tim Mills

Due Date/time: 5/13/2007 noon

<input checked="" type="checkbox"/>	Milestone Completed.
<input type="checkbox"/>	Milestone Not Completed.

Reason:

Milestones due over next 7 days:

Title: Five content pages loaded and formatted for client approval

Owner: Loretta Ebnet

Due Date/time: 5/19/2007 4PM

<input checked="" type="checkbox"/>	On track to complete this milestone on time.
<input type="checkbox"/>	Do not expect to complete milestone on time.

Reason:

Title: Home page design signoff received from client

Owner: Becky Crane

Due Date/time: 5/20/2007 noon

<input type="checkbox"/>	On track to complete this milestone on time.
<input checked="" type="checkbox"/>	Do not expect to complete milestone on time.

Reason: The client needs to get final signoff from their board, which does not meet until 5/22/2007. They have promised to make a final decision during that meeting.

Important Client Communications:

5/13/2007 – I informed John Wellington that the addition of stock photos to his Home page would involve an extra charge due to royalty fees. He seemed to back off after learning this. Says he is happy with the images we provided.

5/14/2007 – John W. says they have an important convention coming up in mid-July. He wanted to confirm that we are on track to have the new website completed by then. I told him we are still on track.

Scope Issues (is there anything new that may be considered outside the scope?):

John W. has asked that we add a Boolean search to his website. This is outside the scope of the original project. We need to provide him with a change order request and quote for additional work!!

Important Notes:

We need to be especially careful about their email functionality. They currently use Exchange server, and therefore we will be splitting domains once the site goes live. We should probably schedule some special testing to make doubly sure their email is functioning properly after we go live.

Loretta will be working from home next week. We still need to get her VPN set up!