

<p>1. The purpose of this report is to provide a comprehensive overview of the current state of the project and to identify any potential risks or issues that may arise during the course of the project.</p> <p>2. This report is intended for the use of the project manager and the steering committee, and it is not intended to be used for any other purpose.</p> <p>3. The information contained in this report is confidential and should be treated as such. It should not be disclosed to any other person without the prior written consent of the project manager.</p>									
Section	Sub-section	Item	Description	Priority	Status	Owner	Start Date	End Date	Comments
1. Project Overview	1.1. Project Objectives	1.1.1. Objective 1	Complete the initial phase of the project by the end of Q3.	High	On Track	John Doe	2023-07-01	2023-09-30	
		1.1.2. Objective 2	Develop a detailed project plan and schedule.	Medium	Completed	Jane Smith	2023-06-15	2023-07-15	
	1.2. Project Scope	1.2.1. Scope Item 1	Implement the core functionality of the system.	High	At Risk	John Doe	2023-08-01	2023-10-31	Resource constraints may impact completion.
		1.2.2. Scope Item 2	Integrate with existing systems.	Medium	On Track	Jane Smith	2023-08-15	2023-11-30	
		1.2.3. Scope Item 3	Conduct user acceptance testing.	Low	Planned	John Doe	2023-11-01	2023-12-31	
	1.3. Project Risks	1.3.1. Risk 1	Scope creep leading to budget overruns.	High	Active	John Doe	2023-07-01	Ongoing	Implement strict change control.
		1.3.2. Risk 2	Key personnel leaving the project.	Medium	Monitoring	Jane Smith	2023-07-01	Ongoing	Identify backup resources.
	1.4. Project Resources	1.4.1. Resource 1	Project Manager	John Doe	Full-time	Available	2023-06-01	Ongoing	
		1.4.2. Resource 2	Business Analyst	Jane Smith	Part-time	Available	2023-07-01	Ongoing	
		1.4.3. Resource 3	Developer	Mike Johnson	Full-time	Available	2023-07-01	Ongoing	
1.5. Project Budget	1.5.1. Budget Item 1	Personnel	\$1,200,000	Fixed	Allocated	2023-07-01	Ongoing		
	1.5.2. Budget Item 2	Equipment	\$50,000	Fixed	Allocated	2023-07-01	Ongoing		
1.6. Project Schedule	1.6.1. Milestone 1	Project Kick-off	2023-06-15	Completed	2023-06-15	2023-06-15			
	1.6.2. Milestone 2	Phase 1 Completion	2023-09-30	At Risk	2023-09-30	2023-09-30			







