

MONTHLY PROJECT REVIEW

Reporting Period: October 2023

Manager:

PROJECT NAME	STATUS	PROGRESS (%)	DEADLINE	OWNER
Brand Identity Refresh	In Progress	65%	Oct 24	Sarah K.
Q4 Inventory Audit	On Hold	20%	Nov 12	James L.
Customer Portal API	Completed	100%	Oct 01	Dev Team
New Hire Onboarding	Planning	5%	Dec 05	HR Dept

Key Achievements / Critical Blockers / Next Month Focus: