

PROJECT STATUS REPORT

Reporting Period: Oct 01 - Oct 15, 2023

Department: Operations

PROJECT NAME	LEAD	STATUS	COMPLETION	KEY UPDATES / MILESTONES
Cloud Migration Phase II	Sarah Jenkins	On Track	85%	Database transfer completed. Testing environment live.
Brand Identity Refresh	Marcus Chen	At Risk	40%	Pending approval on color palette. Vendor delay 1 week.
Annual Client Summit	Elena Rodriguez	On Track	65%	Venue secured. Guest list finalized. Invitations sent.
Internal HR Portal	David Wu	Delayed	20%	Developer resources reassigned to urgent security patch.