

PROJECT TRACKING CHART

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DATE GENERATED
2023-10-27

PROJECT NAME Q4 Infrastructure Upgrade
PROJECT LEAD Sarah Jenkins
DEPARTMENT IT Operations

ID	TASK DESCRIPTION	OWNER	DEADLINE	STATUS	COMP.
1.1	Stakeholder requirements gathering & analysis	M. Rivera	Nov 05	In Progress	
1.2	Procurement of hardware licenses	A. Chen	Nov 12	Pending	
2.1	Server migration - Primary Node	T. Smith	Nov 20	Not Started	
2.2	Backup system redundancy testing	T. Smith	Nov 25	Not Started	
3.1	User Acceptance Testing (UAT)	K. Miller	Dec 05	Not Started	
3.2	Final handover documentation	S. Jenkins	Dec 15	Not Started	

NOTES & RISK ASSESSMENT
APPROVAL SIGNATURE

Project Sponsor / Date