



Project Information		Key Dates	
Project Name	Project Alpha - Q3 2024	Start Date	2024-07-01
Project Manager	J. Doe	End Date	2024-09-30
Project Status	In Progress	Current Phase	Development
Project Budget	\$1,200,000	Actual Spend	\$450,000
Project Risk	Medium	Overall Health	Good
Project Details		Project Objectives	
Project Scope	Develop a new web application for customer management.	Project Goals	Improve customer satisfaction and streamline sales process.
Project Deliverables	Functional web application, user manuals, training materials.	Project Milestones	Requirement gathering, Design, Development, Testing, Deployment.
Project Risks	Scope creep, Resource availability, Budget constraints.	Project Assumptions	Stable team, Adequate resources, No major changes in requirements.
Project Schedule		Project Tasks	
Task ID	Task Name	Task Status	Task Owner
1	Requirement Gathering	Completed	J. Doe
2	Design	In Progress	A. Smith
3	Development	In Progress	B. Johnson
4	Testing	Not Started	C. Lee
5	Deployment	Not Started	D. Kim
Project Resources		Project Budget	
Resource ID	Resource Name	Resource Type	Resource Cost
1	Project Manager	Human	\$100,000
2	Business Analyst	Human	\$80,000
3	UI/UX Designer	Human	\$70,000
4	Frontend Developer	Human	\$120,000
5	Backend Developer	Human	\$120,000
6	QA Tester	Human	\$60,000
7	DevOps Engineer	Human	\$80,000
8	Cloud Services	Infrastructure	\$150,000
9	Software Licenses	Software	\$50,000
10	Hardware	Hardware	\$30,000
Project Communication		Project Reporting	
Report ID	Report Name	Report Date	Report Status
1	Project Kick-off Meeting	2024-07-05	Completed
2	Weekly Status Report	2024-07-10	In Progress
3	Monthly Progress Report	2024-07-25	Not Started
4	Quarterly Review Meeting	2024-08-15	Not Started
5	Project Closure Meeting	2024-09-25	Not Started
Project Documentation		Project Change Log	
Doc ID	Doc Name	Doc Version	Doc Status
1	Project Charter	1.0	Approved
2	Project Plan	1.0	In Review
3	Project Schedule	1.0	Not Started
4	Project Budget	1.0	Not Started
5	Project Risk Register	1.0	Not Started
6	Project Communication Plan	1.0	Not Started
7	Project Change Log	1.0	Not Started
8	Project Closure Report	1.0	Not Started
9	Project Final Report	1.0	Not Started
10	Project Lessons Learned	1.0	Not Started