PROJECT MANAGEMENT · SAMPLE DELIVERABLE

Project Status Report and Plan

For: Blue Acacia Events (fictional) · Website and booking relaunch

SAMPLE · FICTIONAL DATA

Status date: Fri 9 October 2026 (week 5 of 8) **Project manager:** Bridge Imara **Sponsor:** Amina, Founder

Overall status	Progress	Tasks complete	Go-live	High risks
AMBER	70%	8 / 16	23 Oct	1
on schedule; 1 high risk	weighted by task length	none overdue	unchanged	see below

Done this week

- ✔ Design approved by Amina (1 Oct)
- ✔ Homepage and 3 of 5 pages built
- ✔ Payment provider account approved

Next week

- Finish remaining 2 pages
- Booking confirmation emails written and tested
- Start device testing on Thu 15 Oct

Decisions needed

- ! **Refund policy wording** for the booking page – by Tue 13 Oct.
- ! **Launch email date:** Fri 23 or Mon 26 Oct?

Top risks

Risk	Rating	Action
Payment provider delay	High	Approved 6 Oct – closing next week
Photos late	Medium	Placeholders in use
Old links break	Medium	42 redirects prepared

Milestones

Milestone	Due	Status
Goals and scope signed off	7 Sep	Done
Content ready	25 Sep	Done
Design approved	1 Oct	Done
Booking live in test	12 Oct	On track
Website live	23 Oct	On track
Handover complete	30 Oct	Not started

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Project timeline – each bar shows planned dates; the filled part shows progress. The dashed orange line marks the status date.

Phase	Task	Owner	Start	End
Discover	Kickoff call and goals agreed	Bridge Imara	07 Sep	07 Sep
Discover	Audit current site and booking flow	Bridge Imara	08 Sep	10 Sep
Content	Write content brief	Bridge Imara	10 Sep	15 Sep
Content	Collect photos and testimonials	Client – Amina	14 Sep	21 Sep
Content	Write page copy	Copywriter	16 Sep	25 Sep
Design	Choose design template	Web designer	16 Sep	18 Sep
Design	Design homepage and 4 key pages	Web designer	21 Sep	29 Sep
Design	Client design review	Client – Amina	30 Sep	01 Oct
Build	Build pages	Web designer	02 Oct	13 Oct
Build	Set up online booking and payments	Bridge Imara	06 Oct	12 Oct
Build	Booking confirmation emails	Bridge Imara	12 Oct	14 Oct
Test	Test bookings on phone and desktop	Bridge Imara	15 Oct	20 Oct
Test	Fix issues from testing	Web designer	20 Oct	22 Oct
Launch	Go live and redirect old pages	Web designer	23 Oct	23 Oct
Launch	Announce to mailing list	Client – Amina	26 Oct	26 Oct
Launch	Two-week check and handover	Bridge Imara	27 Oct	30 Oct



Green = complete · Gold = in progress or planned. Built in Google Sheets (working file included: "Sample Project Plan"). We run the same plan in monday.com, Asana or Microsoft Project if that's what your team uses.

Plan

Every task has an owner, start, end and dependency. Dates move automatically when something slips.

Track

Weekly status report every Friday: progress, decisions needed and risks – one page.

Finish

Two-week check after launch and a handover pack, so nothing depends on us.