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Project Milestones and Deliverables

The project has achieved key milestones. We successfully completed Phase 1 Requirements Gathering. User Acceptance Testing (UAT) for Module A is also complete.

Completed Milestones

- **Phase 1 Requirements Gathering:** Completed as planned.
- **User Acceptance Testing (UAT) - Module A:** Successfully completed.

Deliverables Status

Deliverable 3.2, which is documentation, is delayed by 5 days. We are working to get it back on schedule.

Upcoming Deliverables

The next critical deliverables are:

- Module B Development
- Client Training Materials

Planned vs. Actual Milestone Completion

Performance Metrics and Analysis

This section details the project's performance against key metrics. It covers code completion, defect rates, and user satisfaction.

Code Completion

The project is currently ahead of schedule in terms of code completion. We are 10% above the planned target for lines of code completed per week. This indicates strong progress in the development phase.



User Acceptance Testing (UAT) Defect Rate

The initial UAT defect rate was 5% higher than the target. However, the defect discovery rate has been decreasing week-over-week. This suggests that the development team is effectively addressing issues as they are identified.

User Satisfaction

User satisfaction scores are trending upwards. Initial training led to lower satisfaction scores, but subsequent improvements and ongoing support have resulted in increased user satisfaction.

Risk Assessment and Mitigation

This section identifies and addresses potential risks that could impact project timelines and deliverables for ACME-1. Since the last progress report, two key risks have emerged: key personnel illness and an unexpected API change from our vendor.

Current Risks

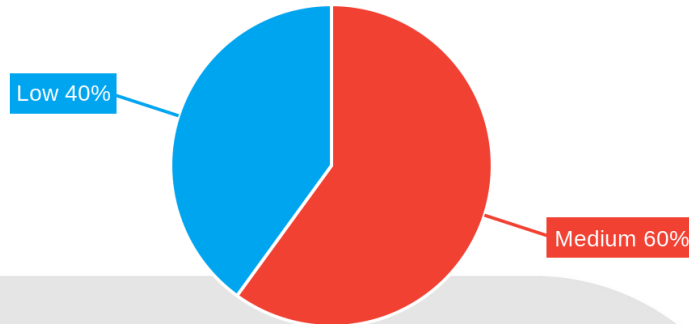
- **Key Personnel Illness:** The illness of key personnel has resulted in a minor delay in the development of Module B.
- **Unexpected API Change:** An unforeseen API change implemented by our vendor will require rework during the integration testing phase.

Mitigation Strategies

To mitigate the impact of these risks, Docupal Demo, LLC has implemented the following strategies:

- **Cross-Training:** We have initiated cross-training of personnel to ensure adequate coverage and prevent delays due to individual absences. This will allow other team members to step in and continue the work on Module B.
- **Vendor Communication:** We have contacted the vendor to gain a comprehensive understanding of the API change and to secure their support during the integration testing rework. This proactive communication aims to minimize the impact on the project timeline.





Next Steps and Action Plan

The following outlines the planned activities, assigned responsibilities, and timelines for the project's next phase. We are focused on completing Module B, preparing training resources, and performing thorough integration testing.

Module B Development

John Smith will lead the completion of Module B development. This includes finalizing code, addressing outstanding bugs, and ensuring the module meets all specified requirements. The anticipated completion date for Module B development is two weeks from today.

Client Training Materials

Jane Doe is responsible for developing client training materials. This encompasses creating user guides, tutorials, and other resources to help ACME-1 effectively use the implemented system. The training materials are expected to be ready in one week.



Integration Testing

The Testing Team will conduct comprehensive integration testing to ensure all modules work seamlessly together and with existing ACME-1 systems. This phase includes developing test cases, executing tests, and documenting any identified issues. Integration testing is scheduled to take three weeks.

