

Project Management

Resources to successfully manage project teams

- [Project Update Template](#)
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Project Update Template

Project Name:

Reporting Date:

Prepared By:

Executive Summary

A brief summary (2-4 sentences) of current overall project progress, major highlights, and any blockers or urgent concerns.

Attendance

Member	Attendance

Ticket Queue Progress

Task/Feature	Status (Not Started/In Progress/Complete)	Owner	Notes

Task/Feature	Status (Not Started/In Progress/Complete)	Owner	Notes

New Ticket Pickup

Task/Feature	Owner	Notes

Key Milestones & Timeline

Milestone	Target Date	Actual/Expected Date	Status

Current Risks & Issues

Risk/Issue Description	Impact	Owner	Next Steps

Project Team Management Guidelines

1. Development Cycle

Follow a **1-week sprint cycle** to ensure consistent delivery and review a features.

- **Day 1-4:** Developers must create a pull request for their assigned task within four days
 - Tech Leads are responsible for breaking down tasks into issues that can be completed within the sprint
- **Day 5:** Review period for Tech Leads and Peer Reviewers
- **Day 6-7:** Developers address review comments and merge the PR

Note: PMs are responsible for monitoring PR progress and ensuring merges are prioritized according to feature requirements.

2. Peer Review Policy

Peer reviews are an essential part of maintaining code quality and knowledge of the codebase across the team.

- Each developer is paired with another developer for mutual review of PRs
- Pairings are assigned by the Tech Lead
- The Tech Lead should review every pull request to ensure technical quality

3. Final Notes

By following these guidelines, the team leaders ensure that development cycles remain efficient and collaboration is encouraged. Clear ownership between Developers, Tech Leads, and PMs allows for consistent delivery and reduced bottlenecks.