

Revamp “My account” page on Business Dashboard

Project details and progress

Objective	<ul style="list-style-type: none">• This section includes the overall objectives and goals for the project.• It typically also includes links to all the documents, decks, user research, etc. that were used to get investment into this project.
Status	This section includes an over all status of the project. I like to keep it simple and limit the updates to one of the options - On track, delayed, live.
Dependencies	<ol style="list-style-type: none">1. This section includes the names of teams or people that you are dependent on to make this project a success.2. I like to include minimal details here to highlight “why” we’re dependent on the above teams. This helps everyone appreciate the complexity (where applicable)
Next Milestone	<p>Name and date of the next milestone - help people understand what is the next big milestone and when it is planned.</p> <p>I like this section to include links to JIRA tickets/user stories to really understand what this milestone includes.</p>
Start Date	Include the original/planned start date and also the actual
End Date	Include the original/planned end date and also the actual
Project Lead	This section helps everyone understand who to contact for questions/updates
Project team	This section is important for the PM to know who is working on the project.
EM	Name of the Engineering manager
PM	Name of the product manager

Milestones

This section includes a list of the milestones with links to relevant tickets and the status on each.

Status	Description / Deliverables	Original ETA	Actual ETA
Done	Kick-Off Refer to kick-off checklist	Aug 25, 2022	Aug 25, 2022
In progress	Update the forgot password page [USERSTORY-234]	Sep 30, 2022	
Planned	Create new landing page [USERSTORY-444]	Sep 2, 2022	

Supporting Links and Documents

This section includes links to all other documents that might not have been part of the earlier sections. This is also a living section, and the team adds links to more documents as needed.

Jira	Link to JIRA Project
Slack Channel	#the-best-project
Product Spec	Link
Tech Spec	Link
Meeting notes	Meeting notes
Last Updated	Aug 25, 2022