

PROJECT & FOLLOW-UP REPORT

Inventory Optimization Project | Prepared by Daniel Elisea

PROJECT OVERVIEW

August 2026

6 Weeks

Timeline

8

Workstreams

72%

Overall Progress

3

Open Risks

Project	Inventory Optimization & Supplier Lead-Time Improvement	Executive Sponsor	Jordan Blake, COO
Coordinator	Daniel Elisea, Sr. Administrative Assistant	Project Lead	Elena Torres, Operations Manager
Start	July 20, 2026	Target Completion	August 31, 2026

Project Objective & Success Measures

Project Objective	Success Measures
Improve inventory availability for high-demand products while reducing excess stock and supplier-related delays. Coordinate Sales, Operations, Purchasing, and Finance around one tracking process.	- Reorder points reviewed for priority SKUs - Delayed product families have revised ETAs - Alternate-source options documented - Slow-moving inventory purchasing reduced - Leadership receives weekly status updates

Project Milestones

#	MILESTONE	OWNER	TARGET	STATUS
1	Baseline inventory review	Operations	Jul. 24	Complete
2	High-demand SKU prioritization	Sales / Operations	Jul. 29	Complete
3	Supplier lead-time review	Purchasing	Aug. 7	Complete
4	Alternate-source quotations	Purchasing	Aug. 14	In Progress
5	Margin & pricing analysis	Admin / Finance	Aug. 18	In Progress
6	Reorder-point updates	Operations	Aug. 21	In Progress
7	Leadership review	COO / Project Team	Aug. 26	Scheduled
8	Project closeout	Project Team	Aug. 31	Open

Current Status: Project is on track overall. Supplier response time and margin pressure remain the two primary items requiring continued follow-up.

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TASK TRACKER

August 2026

Project Task & Follow-Up Tracker

ID	TASK	OWNER	DUE	DONE	STATUS	NEXT FOLLOW-UP
P-01	Verify inventory for 14 priority SKUs	Elena Torres	Jul. 24	100%	Complete	-
P-02	Confirm revised ETAs for delayed products	Marcus Reed	Aug. 8	85%	In Progress	Awaiting 2 supplier replies
P-03	Obtain alternate quotes for specialty bearings	Marcus Reed	Aug. 14	60%	In Progress	Follow up Aug. 12
P-04	Review supplier cost increases above 5%	Daniel Elisea	Aug. 18	75%	In Progress	Complete margin worksheet
P-05	Update reorder points in OMS	Elena Torres	Aug. 21	55%	In Progress	7 of 14 completed
P-06	Review slow-moving products	Robert Hayes	Aug. 19	50%	In Progress	Sales review pending
P-07	Prepare leadership status report	Daniel Elisea	Aug. 24	40%	Open	Update after Aug. 18 review
P-08	Close project & archive records	Daniel Elisea	Aug. 31	0%	Open	Begin after leadership approval

Follow-Up Log

DATE	OWNER	ITEM	FOLLOW-UP	RESULT	NEXT STEP
Aug. 3	Marcus Reed	Supplier ETAs	Requested updated production dates for Insert and Specialty Bearings.	3 of 5 suppliers responded; two remain open.	Follow up Aug. 6
Aug. 6	Elena Torres	Inventory review	Requested confirmation that high-demand reorder quantities were updated.	Seven SKUs completed. Remaining items need sales-volume confirmation.	Review Aug. 10
Aug. 10	Robert Hayes	Slow-moving inventory	Sent list of six products for Sales feedback before purchasing hold.	Feedback received on four products.	Follow up Aug. 13
Aug. 12	Marcus Reed	Alternate sourcing	Checked status of alternate supplier quotations.	One quote received; one pending technical review.	Escalate Aug. 14 if open
Aug. 14	Daniel Elisea	Cost / margin analysis	Requested latest supplier cost file and sales pricing export.	Files received and analysis 75% complete.	Complete Aug. 18

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**RISKS &
ACCOUNTABILITY**

August 2026

Risk & Issue Register

ID	RISK / ISSUE	LEVEL	OWNER	MITIGATION	STATUS
R-01	Supplier responses remain late for two specialty product families.	High	Purchasing	Escalate to supplier account managers; identify alternate source.	Open
R-02	Cost increases may reduce margins on selected high-volume SKUs.	Medium	Admin / Finance	Complete margin analysis and recommend targeted pricing review.	In Progress
R-03	Reorder quantities could exceed demand if forecast changes.	Medium	Operations / Sales	Validate reorder levels against 90-day sales trend before release.	Open

Communication & Follow-Up Plan

Weekly Project Update	Follow-Up Standard
Every Monday, the project coordinator consolidates open tasks, upcoming due dates, risks, and decisions into a one-page status update for the COO and project leads.	Open items are followed up 2-3 business days before the due date. Overdue high-priority items are escalated to the project lead with the reason, impact, and revised target date.
Documentation	Project Closeout
Project records include meeting notes, vendor quotes, inventory exports, pricing analysis, approvals, and action-item updates stored in the shared project folder.	At completion, final status, outstanding risks, lessons learned, and any continuing responsibilities are documented before the project is marked closed.

Next Executive Review: August 26, 2026 | Project coordinator will present milestone status, open risks, overdue items, and recommendations for project closeout.

Portfolio disclosure: All names, companies, project details, dates, figures, tasks, risks, and follow-up records in this document are fictional and were created solely to demonstrate project coordination, tracking, executive reporting, and follow-up skills.