to get around to doing something	to tread water	
to go back to the drawing board		
to flesh out	to tie up loose ends	to take shape
to make headway	to be on the right track	the bare bones of something
to be halfway done	to fine-tune	to tweak
to mean to do something	to be as good as done	to make a step forward
to make strides	to take a step in the wrong direction	to start from scratch
to go in circles	to spin your wheels	outstanding	I'm on it

Progress Report

Project Title: Website Redesign Initiative
Date: April 21, 2025
Prepared by: Melva Cathie

Current Status:

The project is progressing steadily, and _____ **(1) (I'm handling it)** daily to ensure we stay on schedule. The new layout is really starting _____ **(2) (to develop a clear form)**, and we've already built _____ **(3) (the skeleton of)** the homepage and navigation. We're now beginning _____ **(4) (to add details to)** the content and visual elements for the secondary pages.

We seem _____ **(5) (to be progressing correctly)** now after some initial missteps. Last week, we _____ **(6) (made a wrong move)** with the color palette, which didn't match the brand identity, so we had _____ **(7) (to go back to the planning stage)**. Fortunately, that decision helped us _____ **(8) (make a leap ahead)**, and the new version is much more cohesive.

In terms of progress, we're currently more than _____ **(9) (50% complete)**. We've _____ **(10) (made progress)** on the structure and _____ **(11) (made significant progress fast)** in improving the user interface. However, a few sections remain _____ **(12) (unfinished)**, including the FAQ and blog integration.

There are still some areas where we need _____ **(13) (to finish some tiny things)**, particularly in the mobile responsiveness. I've already begun _____ **(14) (to slightly improve)** the layout for smaller screens and plan _____ **(15) (to polish)** the transitions and animations next.

The contact form and footer are _____ **(16) (almost finished)**, pending a quick final review. I _____ **(17) (planned)** to update the sitemap this week but didn't _____ **(18) (find time to do it)** yet due to other priorities.

Challenges:

At one point, we felt like we were _____ **(19) (just keeping afloat without any progress)**, especially when working on the CMS integration. The team was _____ **(20) (working without progress)**, going back and forth on minor issues, and we risked _____ **(21) (returning to the same issue again and again)**. After regrouping, we decided _____ **(22) (to begin from zero)** with a simpler, more flexible plugin, which turned out to be the right call.

Next Steps:

- Finalize outstanding content (FAQ, blog)
- Complete tweaks for mobile layout
- Review and submit sitemap
- Conduct QA testing and gather feedback
- Prepare for soft launch