**Project Status Report I**

|  |
| --- |
| Date of Report Issue/Prepared: |

Report Prepared By:

Employer/Organization:

|  |  |  |
| --- | --- | --- |
| Project Name:  Project Team:  Period Reporting:  Overall Project Health |  | |
|  | |
| Start Date: **Jan 06, 2020** | End Date: **Jan 19, 2020** |
| Green (Good) - Yellow (Warning) - Red (Bad) | |

Summary

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| --- |
| **Project Status Summary** |
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|  |  |
| --- | --- |
| **Accomplishments As Planned** | **Planned but not Accomplished** |
|  |  |
|  |  |

Upcoming Objectives for Jan 20, 2020 to Feb 2, 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Planned Activities/Tasks for Next Period** | |  |
| Activity/Task | Assigned To | | Duration | Date |
|  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Milestones for Next Period** | | |
| Milestone (Objective) | | Assigned To | Delivery Date |
|  | |  |  |

Managing Issues and Risk

|  |  |  |
| --- | --- | --- |
| **Issues/Problems** | **Resolution Strategy** | **Due Date** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Upcoming Risks** | **Risk Ranking**  **(Hi, Med, Low)** | **Risk Impact**  **(Hi, Med, Low)** | **Mitigation Strategy** |
|  |  |  |  |

**NOTE: Attach additional sheets if insufficient space available**

**Submission Guidelines:**

Please submit as “T<team number>\_ProjectStatusReport1”.

For e.g. T36\_ProjectStatusReport1

This is a group submission i.e. one per group.

**Due Dates:**

**Sunday, Jan 19, 2020 (11:59 p.m.)**