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**Customer – Letter distributor**

**Status Report**

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| --- | --- |
| **Version:** | 0.1 |
| **Status:** | Draft |
| **Approver:** | [Approver name] |
| **Author:** | [Author] |



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# Executive summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Team | Comments | | | | | Status |
| Overall status |  | | | | | Green / Yellow / Red |
| Functional architecture |  | | | | | Green / Yellow / Red |
| Integrations |  | | | | | Green / Yellow / Red |
| Test |  | | | | | Green / Yellow / Red |
| Issues | New | In progress | Closed | Other | Total | Green / Yellow / Red |
|  |  |  |  |  |  |
|  | No remarks | | | | |  |

# Overall status

(General section describing the status of the project in words, What has been finished during the last period and which activities is the project looking into in the future. I.e. look back and look forward. )

# Integrations

# Test

# Issues

## Open

The table below lists current issues, which require decisions in order not to delay the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Description | Responsible | Created | Deadline |
|  |  |  |  |  |

## Closed

The table below lists issues closed in the period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Description | Responsible | Created | Deadline |
|  |  |  |  |  |

# Status on deliverables

The table below lists progress on planned deliverables.

green=completed, red=delayed otherwise black

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Responsible | Due date | % done | Status |
|  |  |  |  |  |

# Risk log

The table below lists all identified risks. **Severity** and **Probability** rates from 1-4, 4 indicating the most critical risk and most likely to occur.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Description | Severity | Probability | Consequence |
|  |  |  |  |  |