

Status Report

Project: Two-Day Seminar and Workshop Date: March 31, 2024			
Name/Organization:		Project Scenario Success Inc.	
Overall Project Status of Your Deliverables			
Deliverable Status (Red, Yellow, Green) <ul style="list-style-type: none">Green: On track for completion as plannedYellow: Some risks and issues presentRed: Will not achieve desired results	Objectives	Current Health	Forecast/Trending
	Scope		
	Schedule		
	Budget		
Help Needed (Requirement and Sources) Describe as Must Have, Should Have, and Like to Have	Must Have: Find and identify a motivational speaker who satisfies the CEO's budget constraints and subject matter requirements. Should have: Need to identify alternative caterer to meet some dietary needs/Operations Manager Must have: May need additional \$2000. Initial refreshment estimate too low/Finance Lead		
Risks (New risks and changes since last report (Add, Change, Delete))	Add: Key personnel absence Add: Limited gluten free food choices Delete: AV configuration issues		
Issues (Risks that occurred or questions you need responses for)	<ul style="list-style-type: none">Food cost estimates higher than plannedNeed to know where to fit motivational speaker in agenda		
Recent/Pending Decisions Impacting Project	Finalization of required speakers is needed to plan agenda		
Comments	<ul style="list-style-type: none">AV issues resolvedMotivational speaker identified		