**Project Status Report – Week #**

YYYY-MM-DD

**Project Name**: **Team Members**:

**Project Overall Status: GREEN/YELLOW/RED**

**Status Overview:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Title**  with start date and also  planned completion date and name of responsible team member | **Status**  (Last Week)  G/Y/R | **Status**  (This Week) | | **Plan**  (Next Week) |
| **Plan**  (as planned last week for this week) | **Actual**  Green/Yellow/Red |
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| **Project Issues** | | | | |
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| **Project Changes** | | | | |
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Guidelines:

* Overall Staus: Green is the best, Red is the worst, and Yellow is in between. You may add + or – suffix to indicate the status more accurately.
* Planned completion date and name of responsible team member: indicate if these are unchanged or changed/new.
* You have to compare your status in three ways:
  1. Status of this week versus the status in last week
  2. Status of this week versus the plan for this week
  3. Planned completion date and responsible person (this week) versus the planned completion date and responsible person (last week)