**Product Owner Status Reporting Worksheet**

Use this worksheet to complete your **Entire Product Backlog Reporting** status report.

**Note:** The Appendix of this document provides an example of a completed "Targeted Release Reporting" for your reference.

**Entire Product Backlog reporting template:**

|  |  |
| --- | --- |
| Category | Overview |
| Overall Product Health |  |
| Backlog Overview |  |
| Key Features/Epics |  |
| Dependencies |  |
| Budget |  |
| Major Risks |  |
| Next Steps |  |

**Example: Entire Product Backlog report for a retail app**

|  |  |
| --- | --- |
| Category | Overview |
| Overall Product Health | 🟡 Yellow - Progress is steady, but AI integration and security testing risks may impact the Q2 timeline. |
| Backlog Overview | 100 total stories: 60 completed (60%), 20 in progress, 20 remaining. Focus on priority user stories. |
| Key Features/Epics | Rewards Program (90% complete, on track); AI Recommendations (40%, delayed). Address AI integration issues. |
| Dependencies | Digital Wallet depends on finalizing security compliance. Accelerate resolution of security concerns. |
| Budget | 🟡 Yellow - $2M allocated, $1.5M spent (75%). Closely monitor spending to ensure adequate resources. |
| Major Risks | 🟥 Red - 1. Delays in AI model integration. 2. Security concerns flagged in penetration testing. |
| Stakeholder Feedback | 🟢 Green - Rewards Program well-received; request for more customization in user dashboard. |
| Next Steps | Finalize AI integration and resolve security issues; prepare beta release by end of Q1. |

**Appendix A: Target release report for retail app**

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| --- | --- |
| Category | Details |
| Release Overview | 🟡 Yellow - Release: Digital Wallet; Scope: Secure payments, card storage, one-click checkout. Risks of delay due to pending security testing. |
| Release Progress | 15 total stories: 10 completed (67%), 3 in progress, 2 blocked. Ensure blocked stories are resolved promptly. |
| Feature Status | Secure Payment Processing (90%, testing ongoing); Card Storage (80%, minor issues); One-Click Checkout (50%, dependent on API readiness). |
| Current Blockers | 🟡 Yellow - 1. Penetration testing flagged potential vulnerabilities. 2. API response time exceeds acceptable limits. |
| Budget for Release | 🟢 Green - $200K allocated, $150K spent (75%). No budget concerns at this stage. |
| Stakeholder Feedback | 🟢 Green - Initial user testing feedback is positive, with users appreciating simplicity and security focus. |
| Next Steps | Resolve penetration testing vulnerabilities; improve API performance; complete final testing before release. |
| Release Overview | 🟡 Yellow - Release: Digital Wallet; Scope: Secure payments, card storage, one-click checkout. Risks of delay due to pending security testing. |