Project Status Report Template

Project: AHI App Development			
Date: 19/12/2024			
Name/Organization:	Alex Johnson/Development Team		
Overall Project Status of Your Deliverables			

Deliverable Status: (Red, Yellow, Green) • Green: On track for completion as planned • Yellow: Some risks and issues present • Red: Will not achieve desired results	Objectives	Current Health	Forecast/Trending
	Scope	Green	Yellow
	Schedule	Yellow	Green
	Budget	Green	Yellow

Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"	MUST HAVE: Immediate clarification on user interface requirement SHOULD HAVE: Approval for additional development resources LIKE TO HAVE: Access to a UX/UI designer for app enhancements
Risk: New risks and changes since last report (Add, Change, Delete)	Incomplete user interface leading to user dissatisfaction. Budget constraints due to unexpected expenses (e.g., additional software licenses). High turnover in the development team affecting continuity.
Issues: Risks that occurred or questions you need responses for	Delays in feedback from stakeholders on the latest prototype. The need for additional testing environments has been identified. Confusion over the prioritization of new features requested by marketing.
Recent/Pending Decisions Impacting Project:	Need to prioritize core functionalities over nice-to-have features for the initial release. Approval for extending the project timeline by two additional weeks.
Comments:	Great work by the testing team in identifying critical bugs early! The next sprint planning meeting is crucial for realigning team efforts.

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Key Notes:

- Keep the report brief. Shorter reports are easier to understand.

- Traffic light reporting (Green/Yellow/Red) is a best practice. Remember that some people cannot see colors well. Add verbiage.

- Share the most important information first.

- Determine the optimal reporting frequency based on the needs of the project. If status is slowly changing, perhaps an every-other-week status reporting schedule will suffice.

- Ensure the status report is targeted at the stakeholders who need the information. Ensure these stakeholders have access to the report.