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| 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. | | |

**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.