

Project Status Report Template

Project: Real-Time Marketing Data App			
Date: August 18, 20XX			
Name/Organization:	AHI Solutions		
<p align="center">Overall Project Status of Your Deliverables</p> <p align="center">Deliverable Status: Yellow</p> <p align="center">Some risks and issues are present, but they are being managed.</p>			
<p>Deliverable Status: (Red, Yellow, Green)</p> <ul style="list-style-type: none"> 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	On track to meet all deliverables.
	Schedule	Yellow	Adjustments are needed to the schedule due to task delays. A revised timeline is being prepared.
	Budget	Green	The project is within budget with no cost overruns expected.
<p>Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE”</p>	<p>MUST HAVE:</p> <ul style="list-style-type: none"> Immediate allocation of an additional resource to address the delay in the schedule, particularly for the integration of data sources in User Story 01. <p>SHOULD HAVE:</p> <ul style="list-style-type: none"> Access to advanced data analysis tools for the analytics team to expedite the identification of market trends. <p>LIKE TO HAVE:</p> <ul style="list-style-type: none"> Additional budget for a third-party security audit to ensure compliance with industry standards. 		
<p>Risk: New risks and changes since last report (Add, Change, Delete)</p>	<p>New Risks and Changes Since Last Report:</p> <ol style="list-style-type: none"> Risk Added: <ul style="list-style-type: none"> Data Integration Complexity: The integration of multiple data sources is proving more complex than initially anticipated, which could lead to further delays if not managed carefully. Risk Changed: <ul style="list-style-type: none"> Resource Availability: One key developer is on leave for a week, impacting the timeline for User Story 03. A temporary replacement is being considered. 		
<p>Issues: Risks that occurred or questions you need responses for</p>	<p>Risks That Occurred or Questions Needing Responses:</p> <ol style="list-style-type: none"> Issue Raised: <ul style="list-style-type: none"> Delay in Data Integration: The team is currently facing delays in the integration process due to unforeseen data format inconsistencies between sources. A meeting with the data providers has been scheduled to address this. 		

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	2. Issue Raised: <ul style="list-style-type: none">○ Testing Resources: There is a shortage of testing resources, which may delay the quality assurance phase for User Story 04.
Recent/Pending Decisions Impacting Project:	Pending Decision: <ul style="list-style-type: none">• Approval of the revised project schedule to accommodate the delays in data integration. Recent Decision: <ul style="list-style-type: none">• Decision to proceed with the current security protocols instead of outsourcing to meet the initial budget constraints.
Comments:	Team Morale: <p>Despite the challenges, the team remains motivated and is actively working to resolve the issues.</p> Stakeholder Communication: <p>Regular updates are being provided to stakeholders to keep them informed of the project's status and any potential impacts on the delivery timeline.</p>

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.