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| --- | --- | --- | --- | --- | --- |
| ***Project Status Report*** | | | | | A logo of a mountain with a sun  Description automatically generated |
| **Project Title:** |  | | | | |
| **Team Name:** |  | | | | |
| **Team Members:** |  | | | | |
| **Submission Date:** |  | | | | |
| Project Health Report | | | | | |
|  |  |  |  | **Explanation** | |
| **Introduction** |  |  |  | *Indicate how you will respond to RED / AMBER* | |
| **Design Problem** |  |  |  | *Indicate how you will respond to RED / AMBER* | |
| **Team Meetings** |  |  |  | *Indicate how you will respond to RED / AMBER* | |
| **Schedule** |  | *X* |  | *Indicate how you will respond to RED / AMBER* | |
| **Resources Allocation:** |  |  | *X* | *Indicate how you will respond to RED / AMBER* | |
| **Scope:** | *X* |  |  | *Indicate how you will respond to RED / AMBER* | |
| **Legend** | RED – Action Required AMBER – Needs Attention GREEN – On Track | | | | |

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| Accomplishments this Period |

*Explain the key project activities completed for the project in the current reporting period.*

[Enter section here…]

|  |
| --- |
| Planned Accomplishments Next Period |

*Document the key project activities expected to be completed for the project in the next reporting period.*

[Enter section here…]

|  |
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| Risks, Issues, and Decisions |

*Describe any key issues and risks facing the project that the team may have difficulty solving. Identify any external help or resources that may be needed. Please also include any decisions or actions that were made in the current reporting period as a result of the issue or risk.*

|  |  |  |
| --- | --- | --- |
| Type | Description | Decision/Action |
| [e.g. Risk] | [e.g. Project team member availability is limited due to involvement in other projects and/or course work responsibilities, resulting in delays in accomplishing deliverables] | [Work with other team members to resolve the availability issue and meet regularly. Schedule the future meetings based on everyone’s availability] |

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| Milestone Status |

*Please include a status update of the milestones for the current reporting period using the table below. Please note the content below are examples only.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone # | What | Start Date | End Date | Status |
| 2.0 | [e.g.] Design Problem | [2025-02-12] | [2025-02-21] | [24%] |

# Milestone Status

|  |
| --- |
| Reflection |

*Please include your reflection on today’s activity. Each group member writes their reflection with their name and appends it here.*

e.g.

Member 1 reflection:

Member 2: reflection: