[Project Name] <Project/Program> Status: [Date of Report]

***Next Status:*** *[Date]*

Executive Summary

**Status:** **[Red|Yellow|Green]** for *[next milestone]*

**Summary:** *<The intent is that this is a summary for leadership. They shouldn’t have to read anything below this summary (including a path to green) in order to know what’s going on.>*

**Path to Green:** If Yellow or Red, list out why it is that color and the steps to get the project back to green – if achievable. Not all projects can be made green and that’s okay. **ETA [Date]**

Open Issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Issue** | **Update** | **Status** | **Owner** | **Date** |
| **1** | [succinct name] |  | Red|Yellow|Green |  |  |

Risk Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Risk** | **Probability** | **Impact** | **Strategy** |
| **1** | [succinct name] | High|Medium|Low | High|Medium|Low | Acceptance: Shift timelines to account for delays Mitigation: training and crashing |

Project Burndown

Project Contacts

TPM:  
Development/Engineering Manager:  
Development Lead:

Communication Schedule

*Status Archive: Link*

**Next Status:** [Date]

**Next Leadership Review:** [Date]

**Next Senior Leadership Review:** [Date]