Project Status Report Template

Project: AHI App Development			
Date: 31May2024			

Name/Organization:	Cary Manning		

Overall Project Status of Your Deliverables			

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

Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"	Must Have: We must have some additional employees to work with the user stories in sprint 3. Must Have: We must have additional budget of $2000 to purchase interface equipment. Should Have: Team should be aware of all updated requirements in the app to avoid delays.
Risk: New risks and changes since last report (Add, Change, Delete)	Reporting requirements which mentioned in the project plan for the version 1 App launch will not meet.
Issues: Risks that occurred or questions you need responses for	Additional budget of $2000 for the equipment is must and should. So, can we have the budget to do.
Recent/Pending Decisions Impacting Project:	Adding third sprint decision in the project is pending at Mary Smither's(PS). Decision to purchase the equipment of $2000 is pending at Cary(PM).
Comments:	Jose Garcia would be appreciated to identify the shortfall of customer-facing design of new app.

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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.