PROJECT STATUS REPORT
Space Mission Visual Trajectory Analysis
AS OF:10/2/2022

PROJECT STATUS SUMMARY   Percent Complete: 5%

(The percent complete here should be the percent completion of the entire project.)

Scope	Schedule	Cost	Risks	Quality

This section provides a quick executive overview of the status of the project. It is intended for senior management/sponsor so it should not get too detailed. However, it should highlight anything important which should be brought to their attention. The Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% will warrant a yellow cautionary color and +/- 10% will warrant a red warning color. For any constraint which is yellow or red this section should contain brief explanation.

Schedule: The project is moving along thanks to everyone getting their software set up, but we need to speak to Marcel ASAP. We had to miss a meeting with him this week due to some scheduling conflicts.

Risks: N/A

WORK PLANNED FOR LAST WEEK

Get SPICE set up on all of our personal machines.

WORK COMPLETED LAST WEEK

SPICE is set up on all of our machines.

WORK PLANNED FOR NEXT WEEK

Continue reading this week, and try to get a 3D model displayed and set up on our machines.

OPEN ISSUES

3D model has not been displayed.

DELIVERABLES AND MILESTONES

This section is a table which shows the status of milestones and deliverables.

The first column is for the name of the Milestone or Deliverable from the project plan. The next column is the WBS unique ID number. This ties it to the milestone/deliverable in the project plan. The "Planned" column is the planned completion date according to the baseline. The "Forecasted" column is the expected completion date for this item. The "Actual" column is the actual date the milestone/deliverable was completed. The "Status" column is a simple one or two word phrase such as; "Completed", "On Schedule", "Late", "Accepted", etc.

Milestone	WBS	Planned	Forecasted	Actual	Status
SPICE Setup	1	9/25/22	9/25/22	9/25/22	On Schedule
Deliverable	WBS	Planned	Forecasted	Actual	Status

OPEN CHANGE REQUESTS

Use this section to track all changes to the project scope and report the status of those changes. Tracking of changes starts with the request for the change, tracks the approval status and ends when the change is added to the project, the project plan and schedule have been updated and the change has become integrated into the project.

Change Request Name	Change Request Number	Request Date	Current Status
N/A	N/A	N/A	N/A

KEY PERFORMANCE INDICATORS (KPI's)

Schedule - Project is On Schedule
Schedule Variance (SV):   +/- 0 days

Cost - Project is On Budget
Cost Variance (CV):   ($0)