Project Status Report Template

Project: ACHME HEALTH INNOVATIONS(ACHI) C SUITE MARKETING APP Date: NOVEMBER 2023			
Name/Organization:	**Cary Manning(Marketing)/ACHME/Project Manager**		
Overall Project Status of Your Deliverables			

Deliverable Status: (Red, Yellow, Green) • 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	Yellow	Yellow
	Schedule	Green	Green
	Budget	Green	Red

Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"	1.Additional IT Personnel Hire for Support 2. IT Infrastructure and Security Upgrades 3. IT Storage Upgrades and Data feeds equipments
Risk: New risks and changes since last report (Add, Change, Delete)	1.Budget Constraints :Over budget of additional $7000 2.Over scheduling
Issues: Risks that occurred or questions you need responses for	1.Budget Approval from Finance Director 2.Design and Development flaws,Initial testing and feedback from IT personnel and stakeholders.
Recent/Pending Decisions Impacting Project:	1.Budget Approval 2.Design Flaws 3.Development flaws 4.Beta Testing
Comments:	1.Launch and final testing and feedback from stakeholders. 2.Final Testing and feedback from customers and improvement and Software Upgrade to version 2.

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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.