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| Project: ACHME HEALTH INNOVATIONS(ACHI) C SUITE MARKETING APP  Date: APRIL 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. | | |

**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.