<Company Name>

<Project Name>
Status Assessment

Version <1.0>

Revision History

Date	Version	Description	Author
<dd/mmm/yy>	<x.x>	<details>	<name>

Table of Contents

Status Assessment

1. Introduction

*[The introduction of the **Status Assessment** provides an overview of the entire document. It includes the purpose, scope, definitions, acronyms, abbreviations, references, and overview of this **Status Assessment**.]*

1.1 Purpose

*[Specify the purpose of this **Status Assessment**.]*

1.2 Scope

*[A brief description of the scope of this **Status Assessment**; what Project(s) it is associated with and anything else that is affected or influenced by this document.]*

1.3 Definitions, Acronyms, and Abbreviations

*[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Status Assessment**. This information may be provided by reference to the project's Glossary.]*

1.4 References

*[This subsection provides a complete list of all documents referenced elsewhere in the **Status Assessment**. Identify each document by title, report number if applicable, date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

*[This subsection describes what the rest of the **Status Assessment** contains and explains how the document is organized.]*

2. Resources

2.1 Personnel and Staffing

[Status of personnel. Report any issues or concerns.]

2.2 Financial Data

[Current costs and revenues compared to the plan.]

3. Top 10 Risks

[Report the status of the top 10 risks.]

4. Technical Progress

[Report technical progress using metrics snapshots, and so on.]

5. Major Milestone Results

[Report the status of major milestones to date.]

6. Total Project or Product Scope

[Report the status of project or product scope.]

7. Action Items and Follow-through

[A list of action items and their current status.]