

Project Status Report Template

Project: AHI Real-Time Marketing App Project			
Date: May 31, 20XX			
Name/Organization:	Cary Manning/Project Manager		
Overall Project Status of Your Deliverables			
Deliverable Status: (Red, Yellow, Green) <ul style="list-style-type: none"> 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	Green	Yellow
	Schedule	Yellow	Green
	Budget	Green	Yellow
Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE”	MUST HAVE: All updated App requirements SHOULD HAVE: Approval to implement Sprint 3 LIKE TO HAVE: Additional backup resources due to Flu season		
Risk: New risks and changes since last report (Add, Change, Delete)	<ul style="list-style-type: none"> Scope creep from new requirements delays delivery Insufficient stakeholder feedback delays requirement validation Unmet Leadership reporting requirements reduce v1 value 		
Issues: Risks that occurred or questions you need responses for	<ul style="list-style-type: none"> Schedule Delays Scope Creep Leadership Reporting Shortfall Initial IT hardware/software over-purchase Additional \$2000 threatens budget 		
Recent/Pending Decisions Impacting Project:	<ul style="list-style-type: none"> Need additional App development time exceeding two sprints Need to finalize updated App requirements to avoid delays 		
Comments:	<ul style="list-style-type: none"> Kudos to Jose Garcia found and prevented a quality issue. 		

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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.