

## Project Status Report

Project: Develop an Application (App) to Provide Real-Time Marketing Data			
Date: 20XX			
Name/Organization:		Acme Health Innovations (AHI)	
Overall Project Status of Your Deliverables			
<div>Deliverable Status: (Red, Yellow, Green)</div> <ul style="list-style-type: none"><li>Green: On track for completion as planned</li><li>Yellow: Some risks and issues present</li><li>Red: Will not achieve desired results</li></ul>	Objectives	Current Health	Forecast/Trending
	Scope	Yellow	Yellow
	Schedule	Yellow	Yellow
	Budget	Yellow	Yellow
<div>Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"</div>	<div>MUST HAVE:</div> <div>Schedule Status: The information about the app development running behind the original schedule and the proposal to add a third sprint is a "Must Have" as it directly impacts the project timeline and completion.</div> <div>Scope Status: The status of working on scope issues, potential risk of incomplete functionality in version 1, and efforts to address omitted requirements are "Must Haves" as they highlight critical challenges and their impact on the project scope.</div> <div>SHOULD HAVE:</div> <div>Reporting Requirements Issue: The information about the issue regarding leadership reporting requirements and the high probability of some requirements not being satisfiable in version 1 is a "Should Have" as it highlights a significant concern related to project deliverables.</div> <div>Updated Requirements Identification: The mention of the importance of identifying all updated requirements and engaging stakeholders is a "Should Have" as it emphasizes the need for effective communication and scope management.</div>		
	<div>Risk: New risks and changes since last report (Add, Change, Delete)</div>		
		<div>Initial cost estimates were erroneous</div> <div>Leadership reporting requirements unfulfilled</div>	

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Issues: Risks that occurred or questions you need responses for	
Recent/Pending Decisions Impacting Project:	Need for a third sprint Additional interface equipment item required
Comments:	Jose Garcia recognized a shortfall in the customer-facing design of the new App. He shared insight with the development team and helped avoid a potential App shortfall.

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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.