

Status Report

Project: ABC Company All Hands Meeting			
Date: 31 March 20XX			
Name/Organization		Sarah Wilson/Operations	
Overall Status of Project Deliverables			
Deliverable Status (Red, Yellow, Green) <ul style="list-style-type: none">Green: On track for completion as plannedYellow: Some risks and issues presentRed: 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	Must Have: Need to finalize speaker agenda/CEO and Operations Manager Should Have: Need to identify alternative caterer to meet some dietary needs/Operations Manager Must Have: May need additional \$2000. Initial refreshment estimate too low/Finance Lead		
Risks (New risks and changes since last report (Add, Change, Delete))	<ul style="list-style-type: none">Add: Key personnel absencesAdd: Limited gluten free food choicesDelete: AV configuration issues		
Issues (Risks that occurred or questions you need responses for)	<ul style="list-style-type: none">Food cost estimates higher than plannedNeed to know where to fit motivational speaker in agenda		
Recent/Pending Decisions Impacting Project	Finalization of required speakers is needed to plan agenda		
Comments	<ul style="list-style-type: none">AV issues resolvedMotivational speaker identified		