

projectName

**Delivery control pack   
Project status report**

PHASE 2: FEASIBILITY AND FOUNDATIONS  
PHASE 3: EXPLORATION, ENGINEERING AND DEPLOYMENT

# Purpose of this document

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* Describe the current status.
* Describe the deliverables completed.
* Describe any new issues.
* Describe any new risks.
* Describe whether the project is in relation to budget.
* Describe the deliverables due to be completed over the next period.

# Document sign-off

**DSDM handbook 8.4.6 Delivery Control Pack; Appendix C 3.6.3 Periodic Reports**

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| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Project manager** |  | yyyy-mm-dd |
| Accountable | **Business sponsor** |  |  |
| Consulted | Business visionary |  |  |
|  | Technical coordinator |  |  |
|  | Team leader |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | yyyy-mm-dd |
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|  |  |  |  |  |

# 1. Current status

## 1.1 Delivery period summary

***Summarize what has been delivered during this period. Draw on the project and timebox review records for the detail of this. Key deliverables completed over the past period are (for example***

* ***timebox plan agreed.***
* ***check availability function done.***
* ***request more information function done).***

***For each of the things not delivered record what further action was decided:***

* ***do nothing.***
* ***schedule the work in a future increment (if there is a future increment).***
* ***specify a minor enhancement that can be considered for completion as part of the maintenance cycle of the delivered solution or of a future project.***

Delivery period summary…

## 1.2 Issues

***Describe the issues encountered; for example, absence of one team member due to sickness (due back tomorrow).***

Issues…

## 1.3 Risks

***Describe any new risks that were identified.***

Risks…

## 1.4 Budget

***Confirm whether or not the project is currently project to be within budget.***

Budget…

# 2. Next period summary

***The following deliverables are due for completion over the next period (for example***

* ***Book holiday function***
* ***Pay deposit function)***

***Insert feasibility/foundations plan or burndown chart, when applicable.***

Next period summary…