

Project Status Report

Project: Real-Time Marketing Data App Development			
Date: November 10, 2024			
Name/Organization:		AHI Development Team	
Overall Project Status of Your Deliverables			
<div>Deliverable Status: (Red, Yellow, Green)</div> <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)	Original scope adjusted to meet realistic user requirements for 200 internal and 4 million external users. Additional reporting requirements are impacting deliverables.	Scope modifications are likely to continue as stakeholders provide updated requirements. Risk of scope creep.
	Schedule (Yellow)	Delays in Sprint 1 due to unexpected scope adjustments. Sprint 2 also impacted by unplanned reporting requirements.	Project schedule may slip if additional changes are not managed or prioritized effectively.
	Budget (Red)	Infrastructure over-provisioned for 20 million users, leading to unnecessary	Budget risks are high due to initial over-investment and continuing

Project Status Report

		expenditure. Further scope adjustments could increase costs.	unplanned requirements.
Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE”	<p>Must Have: Support from experienced Scrum Master to manage Agile processes and improve team efficiency.</p> <p>Should Have: Clear communication with stakeholders to lock scope changes early and minimize mid-sprint adjustments.</p> <p>Like to Have: Regular feedback loops with executives to clarify expectations and avoid last-minute changes.</p>		
Risk: New risks and changes since last report (Add, Change, Delete)	<p>Scope expansion due to additional reporting requirements (Add).</p> <p>Need for infrastructure reassessment based on realistic user needs (Change).</p> <p>Delays due to the Scrum Master’s limited experience in Agile methodology (Add).</p>		
Issues: Risks that occurred or questions you need responses for	<p>Scope Creep: Mid-sprint changes to requirements without sufficient planning.</p> <p>Inexperienced Scrum Master: Project management practices not fully aligned with Scrum, leading to inefficient planning and execution.</p> <p>Budget Overrun: Initial infrastructure investment exceeded realistic needs.</p>		
Recent/Pending Decisions Impacting Project:	<p>Decision to proceed with infrastructure scaled for 200 internal and 4 million external users rather than the initially planned 20 million.</p> <p>Added reporting requirements from key executives affecting current sprint deliverables.</p>		
Comments:	<p>The team should prioritize stabilizing scope and increasing Agile support to improve Sprint efficiency. Immediate actions, like additional Scrum training or mentorship for the Scrum</p>		

Project Status Report

	Master, and firming up requirements with stakeholders, will improve project outcomes.
--	---

Project Status Report

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.