Project Status Report Template

Project: AHI APP
Date: APR 2025

Name/Organization:	AHI

Overall Project Status of Your Deliverables			

Deliverable Status: (Red, Yellow, Green) • 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	Yellow	Yellow
	Schedule	Red	Green
	Budget	Green	Green

Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"	Must Have: Requirements Modification Should Have: 3rd Sprint Like to Have: Improved Reporting Capabilities
Risk: New risks and changes since last report (Add, Change, Delete)	Flu Season—Stay Healthy Possible Scope issues
Issues: Risks that occurred or questions you need responses for	Leadership reporting
Recent/Pending Decisions Impacting Project:	New hardware requirement: $2000
Comments:	Need to update requirements ASAP Jose Garcia noticed Shortfall: Good Job

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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.