

Project Status Report Template

Project: AHI App			
Date: Jan 31			
Name/Organization:	Cary Manning/AHI		
Overall Project Status of Your Deliverables			
Deliverable Status: (Red, Yellow, Green) <ul style="list-style-type: none"> 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	Green	Yellow
	Schedule	Yellow	Yellow
	Budget	Green	Yellow
Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE”	MUST HAVE: Complete all requirements from IT, marketing and leadership. SHOULD HAVE: Approvals to new designs and requirements. LIKE TO HAVE: Increase budget and extend timeline.		
Risk: New risks and changes since last report (Add, Change, Delete)	Add: <ul style="list-style-type: none"> Exceed budget and deadlines. Reduce scope as some requirements cannot be satisfied in Version 1. Flu season affect team PTO. 		
Issues: Risks that occurred or questions you need responses for	<ul style="list-style-type: none"> New equipment cost of \$2k to add to budget. Add more requirements, more time, extend deadline. 		
Recent/Pending Decisions Impacting Project:	<ul style="list-style-type: none"> Need to add 3rd Sprint. Pending decision from Sponsor. Re-evaluate IT capabilities based on new number of App users. Priya will share recommendation when ready. 		
Comments:	<ul style="list-style-type: none"> Kudos to Jose Garcia. Hope no one gets sick. 		

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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.