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| Project: AHI App  Date: Jan 31 | | | |
| Name/Organization: | Cary Manning/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 | 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:   * 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 | * New equipment cost of $2k to add to budget. * Add more requirements, more time, extend deadline. | | |
| Recent/Pending Decisions Impacting Project: | * 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: | * Kudos to Jose Garcia. * Hope no one gets sick. | | |

**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.