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| --- | --- | --- | --- |
| Project:  Date: | | | |
| Name/Organization: |  | | |
| 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 |  |  |
| Schedule |  |  |
| Budget |  |  |
| Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE” |  | | |
| Risk: New risks and changes since last report (Add, Change, Delete) |  | | |
| Issues:Risks that occurred or questions you need responses for |  | | |
| Recent/Pending Decisions Impacting Project: |  | | |
| Comments: |  | | |

**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.