Project Status Report

Project: AHI Real-Time Marketing Analytics App Date: Aug 20, 20XX			
Name/Organization:	Cary Manning / Marketing		
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	Yellow	Green
	Budget	Green	Green
Help Needed (Requirement and Sources): Describe as "MUST HAVE", "SHOULD HAVE", and "LIKE TO HAVE"	• MUST HAVE: Finalized and updated app requirements • SHOULD HAVE: Sponsor approval for a third sprint • LIKE TO HAVE: Additional resource backup due to flu season risks		
Risk: New risks and changes since last report (Add, Change, Delete)	• May not meet 100% of functionality in Version 1 • Increased reporting requirements from leadership • Flu season may impact team availability		
Issues: Risks that occurred or questions you need responses for	• IT over-purchased infrastructure due to initial estimate errors • New $2,000 equipment item identified by Priya • Some leadership reporting needs may not be met in Version 1		
Recent/Pending Decisions Impacting Project:	• Sprint 3 proposed to recover lost time • Decision on final list of app requirements pending • Cary and Cal conducted retrospective to improve Sprint 2		
Comments:	• Jose Garcia identified a key design issue early, preventing potential user experience problems. • The team is adapting well to scope changes and collaborating effectively. • Continued stakeholder support is important for final delivery.		