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| Project: **AHI Market Analytics Mobile App Development**  Date: 18th June, 20xx | | | |
| Name/Organization: | AHI Digital Solutions | | |
| 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” | * UI review of checkout (SHOULD HAVE) - Design team feedback on payment interface visuals * Final test cases from QA (MUST HAVE) - Needed to confirm test coverage before deployment * DevOps CI optimization (LIKE TO HAVE) - Improve build speed; not blocking current deployment | | |
| Risk: New risks and changes since last report (Add, Change, Delete) | * Add: Slight delay risk if frontend resource shifts to another priority task * Change: QA task duration extended by 1 day due to checklist clarification | | |
| Issues:Risks that occurred or questions you need responses for | * Access delay to staging URL - DevOps staging environment was down for 2 hours – resolved * Logging validation question - Need confirmation from IT lead on log retention requirements | | |
| Recent/Pending Decisions Impacting Project: | * **Confirmed**: Encrypted payment API design accepted by stakeholders * **Pending**: Agreement on minimum acceptable test coverage level (currently under discussion with QA lead) | | |
| Comments: | * Development and business team coordination has been effective * Realistic story sizing is helping maintain velocity * Good communication across product, IT, and QA | | |

**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.