

Project Status Report Template

Project: Rea-Time Marketing Data Application Development			
Date: April 20XX			
Name/Organization:	Cary Manning/AHI Project Manager		
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		Some issues with omitted requirements from initial user stories. The team is addressing these with marketing and leadership teams.
	Schedule		Project is behind schedule, requiring a third sprint for completion. Pending sponsor approval.
	Budget		On track; no additional costs incurred beyond initial estimates, but budget impact due to unexpected purchases is under review.
Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE”	<ul style="list-style-type: none"> MUST HAVE: Approval for third sprint to mitigate schedule delays. SHOULD HAVE: Clarified leadership reporting requirements to avoid unmet needs in version 1. LIKE TO HAVE: Guidance on repurposing excess IT hardware/storage for future scalability. 		
Risk: New risks and changes since last report (Add, Change, Delete)	<ol style="list-style-type: none"> 1. Add: Risk of incomplete app functionality in version 1 due to omitted user story requirements. 2. Change: Reevaluation of IT capabilities and additional interface equipment (\$2,000). 3. Delete: No critical risks removed at this stage. 		
Issues: Risks that occurred or questions you need responses for	<ul style="list-style-type: none"> Leadership reporting requirements are unlikely to be fully addressed in version 1. Initial misinterpretation of user count led to excess IT hardware purchases. Ongoing health concerns (flu season) may impact team availability. 		
Recent/Pending Decisions Impacting Project:	<ol style="list-style-type: none"> 1. Approval for a third sprint is pending from Mary Smithers. 2. Priya Service is evaluating excess IT capacity to recommend its best use. 		

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	3. Budget review by Cary Manning for additional interface equipment purchase (\$2,000).
Comments:	<ul style="list-style-type: none">• Kudos to Jose Garcia for identifying and resolving design shortfalls in the customer-facing app interface—preventing major functionality issues.• The team is committed to ensuring as much app functionality as possible for version 1, despite scope challenges.

Key Notes:

- **Communication between marketing, leadership, and IT teams is critical to address scope and reporting requirement issues.**
- **Timely sponsor decisions will help maintain momentum and resolve pending risks.**