

## STATUS REPORT (Project Name)

REPORTING PERIOD FROM: MM/DD/YR TO: MM/DD/YR  
PREPARED BY: [First Name] [Last Name]  
CURRENT SCHEDULED PROJECT COMPLETION DATE: MM/DD/YR

BUDGET	GREEN	SCOPE	GREEN	SCHEDULE	YELLOW W	QUALITY	GREEN
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### EXECUTIVE SUMMARY

*(Please summarize the status of the project including:*

- *Significant project changes that have occurred since the last status report.*
- *Decisions that need to be made by the project sponsor or steering committee members.)*

### PLANNED ACCOMPLISHMENTS FOR THIS REPORTING PERIOD

*(Describe what project accomplishment the project team planned to complete for this reporting period.)*

### ACTUAL ACCOMPLISHMENTS FOR THIS REPORTING PERIOD

*(Describe the accomplishments that the project team completed for this reporting period? Also, note any additional accomplishments beyond what was scheduled to be done.)*

### REASONS FOR DIFFERENCE BETWEEN THE PLANNED AND ACTUAL

*(If the project team did not achieve all of the planned accomplishments, describe the causes for the differences between the planned and actual accomplishments. If project team needs any assistance from the sponsor(s) to overcome any project challenges that have arisen, please describe the assistance that is needed.)*

### PLANNED ACCOMPLISHMENTS FOR THE NEXT REPORTING PERIOD

*(Describe what the project team plans to complete during the next reporting period.)*

**KEY ISSUES, RISKS AND OPPORTUNITIES**

*(Describe the risks, issues, and opportunities that have been identified during the most recent reporting period. An issue is a risk that has been realized as an actual problem that must be resolved. Also describe any changes in the status of issues, risks, and opportunities previously reported that have changed during this reporting period.)*

**ISSUES**

**RISKS**

**OPPORTUNITIES**

**DASHBOARD STATUSES OF KEY PROJECT AREAS**

*(Describe the status in each of the project areas listed below. If the status of the project area is yellow or red, identify what are the challenges and the actions that are being taken to address them.)*

TOPIC	STATUS	TOP ISSUES, MITIGATIONS & COMMENTS
<b>PROJECT MANAGEMENT</b>		
TIME (SCHEDULE)	YELLOW	
COST (BUDGET)	GREEN	
SCOPE	GREEN	
RESOURCES (STAFF)	GREEN	
QUALITY	GREEN	
<b>CHANGE MANAGEMENT</b>		
COMMUNICATIONS	GREEN	
TRAINING	GREEN	
<b>FUNCTIONAL</b>		
REQUIREMENTS	YELLOW	
<b>TECHNICAL</b>		
ENVIRONMENT READINESS	GREEN	
<b>PROCUREMENT/VENDOR</b>		
CONTRACTS, LICENSES, VENDOR SERVICES & RFP	GREEN	

**DASHBOARD STATUS OF KEY PROJECT MILESTONES**

(Describe the status of the key project milestones. If there is a change in the estimated completion date for a project milestone, please note it and describe what actions are being taken to meet the revised date. )

MILESTONE	BASELINE DATE	ESTIMATED/ ACTUAL COMPLETION DATE	STATUS (Red, Yellow, Green)	COMMENTS
1.			GREEN	
2.			YELLOW	
3.			YELLOW	
4.			GREEN	
5.			GREEN	
6.			YELLOW	

**BUDGET, REVENUE AND SCHEDULE STATUS**

(Provide the latest information about:

- The budgeted expenses including the actual expense to date and the estimated total expenses when the project is completed.
- The latest estimated end date when the project will be complete.
- The revenue that the project has generated to date and the latest forecast of the revenue that the project will generate upon completion.)

EXPENSES as of MM/DD/YR				SCHEDULE		REVENUE			
	BUDGET	ACTUAL TO DATE	FORECAST				PROJECTED	ACTUAL TO DATE	FORECAST
Budget Source 1				Baseline End Date		Revenue Source 1			
Budget Source 2						Revenue Source 2			
TOTAL Expense				Estimate End Date		Total Revenue			

**LEGEND**

<b>GREEN</b>	ON TRACK / NO CONCERNS
<b>YELLOW</b>	RISK IDENTIFIED
<b>RED</b>	HIGH RISK