

Project Status Update

LEGEND:

Some issues

Critical

Good

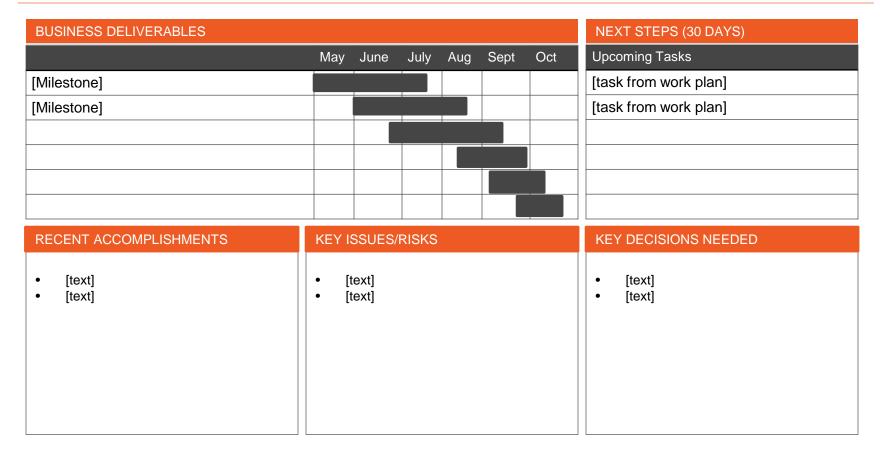
As of [Date]

PROJECT NAME:

GOAL(S):

OVERALL STATUS:

SPONSOR: PROJECT TEAM LEADER:



Project Team Status Report

- Limited to 1 page only focuses on documentation of the essence of key accomplishments, issues, and decision points of the project
- 2. Includes high-level view of milestones and detailed tasks for the next 30 days
- 3. Report can be used by Project Team Leader/Sponsor to update steering committee and elevate issues that need higher-level input for decisions.
- 4. Made in PowerPoint so it can be used by Project Team Leaders/Sponsors in presentations to steering committee and others as needed.