Executive Summary (Status as of day of week, month day, year)

Project Condition: Choose one of the condition/description pairs listed below.

|  |  |
| --- | --- |
| Condition | Description |
| Green | The project is under control and we can deliver the project as per the schedule, within cost agreed and quality. |
| Yellow | The project is under control but we have some problem with schedule, cost or quality.  However there are high chances to bring the project under control by re-planning. |
| Red | The project is not under control. There is a serious problem with schedule, cost or quality. Immediate attention needed from higher management to bring the project under control if possible. |

Highlights:

* Item A
* Item B

Recent Accomplishments: Try not to repeat highlights.

* Item A
* Item B

Plans for Next Reporting Period: Try not to repeat highlights.

* Item A
* Item B

Risks:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Status | From Charter (yes/no) | Risk | Description | Mitigation | Date Opened |
|  |  |  |  |  |  |

Project Status Details

Use this section to provide further details on status, deliverables, phases, etc.

Project Condition by Phase:

|  |  |  |
| --- | --- | --- |
| Phase | Status/Condition | Status Description |
|  |  |  |