



Sample Project – Weekly Status Report

Reporting Period:



Overall Project Status	Schedule G	Scope G	Resources G	Risk G
-------------------------------	-------------------	----------------	--------------------	---------------

Status	Work Areas	Overall Schedule	Last Week	% Complete
Green	Kick-Off			100%
Green	Planning			100%
Green	Requirements	On Target	Improved	80%
Yellow	Design	Behind	Stable	50%
Red	Development	Behind	Worsened	25%
Green	Testing	Ahead	Stable	10%
Green	Documentation	On Target	Worsened	5%
Green	Release			0%

Program Issues / Delays (Description, Impacts)

- Issue 1
- Issue 2
- etc

For a copy in MS Office format e-mail
info@roffensian.com

Key Accomplishments

Planned & accomplished
 •What we said we'd do in last week's report that we managed to complete

Planned but not accomplished
 •What we said we'd do in last week's report but weren't able to complete – with brief explanation

Additional work completed
 •Work completed that was not planned

Key Planned Activities

- Planned for next week 1
- Planned for next week 2

Risks (Description, Impacts)

- Risk 1
- Risk 2
- etc

G Everything is on track; No red parameter **Y** Some manageable issues, Risk increasing **R** High Issues, and High Risks Identified