|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Manager: |  | Project Start Date yyyy/mm/dd |  | Project Status Date:  yyyy/mm/dd |  |
| Project Owner: |  | Project Completion Date yyyy/mm/dd |  |

**Actual XX% XX**

**<P75>**

**<P50>**

**<P25>**

**<PA>**

**<PC>**

**<PI>**

**<PKO>**

**Plan**

**1.0 Deliverables**

|  |  |
| --- | --- |
| **Deliverables (Recently Completed)** | **Deliverables (Upcoming & In Progress)** |
|  |  |
|  |  |
|  |  |
|  |  |

**2.0 Critical Issues (if any)**

|  |  |
| --- | --- |
| **Issues Requiring Steering Committee Assistance** | **Required Steering Committee Actions** |
|  |  |
|  |  |
|  |  |
|  |  |

**3.0 Project Metrics** (rate each metric green, yellow, or red color)

|  |  |  |
| --- | --- | --- |
| **Project Schedule** | **Project Financials** | **Project Scope** |
| Add comments here. See page two for stoplight color definitions. | Add comments here. See page two for stoplight color definitions. | Add comments here. See page two for stoplight color definitions. |

**PROJECT STATUS SHEET BASIC REFERENCE SHEET**

**(Use as a *reference* for filling out the Project Status Report)**

1. **Project Manager, Project Owner, Project Start Date, and Project Completion Date** - Enter relevant information at the top of the form
2. **Project Status Date** - Enter in the format YYYY/MM/DD. This is the date when you are filling out this form.
3. **Actual and Plan Arrows** - Move these arrows on the project timeline to match your actual progress and the planned progress.
   1. **Plan arrow** should match your Project Plan/Schedule if one exists for your project. If you do not have a Project Plan/Schedule, Planned Progress should match where you are in the project compared to the Project Start and Project Completion dates entered in Step 2 above. For example if today is June 1st, and your project was scheduled to start on Jan 1st & end on Dec 31st, you would move the green Plan arrow to P50 (50%).
   2. **Actual plan arrow** should be moved to represent where you currently are in your project. Add an actual percentage where the XX% is.
4. **Deliverables Section 1.0** - List deliverables recently completed on your project. These deliverables should be related to, or match the deliverables filled out on your Project Charter. Follow the same methodology for deliverables upcoming & in progress
5. **Critical Issues Section 2.0**
   1. **Issues Requiring Assistance/Required Actions** - These are actions that you need from Steering Committee Members to help mitigate any issues listed above. If you have issues listed for Project Schedule, Project Spend Plan, and Project Scope, you should also include what actions are required here.
6. **Project Metrics Section 3.0** - This section should only be filled out if your issues are **YELLOW** or **RED** color
   1. **Project Schedule, Project Spend Plan, and Project Scope** - Briefly describe (in list form) any **YELLOW** or **RED** issues.
   2. **Stoplight Icons** - Right-click on the appropriate stop light (G,Y,R) and select “format autoshape” Select the appropriate color based on the definitions below. The definitions below are adapted from Tognum Document #31 - Setting of Project Traffic Lights
      1. **GREEN - “The Project Can be implemented as planned”**

If your project (schedule, spend plan, and/or scope) is being implemented as planned, you do not need to input anything on the Status Report for this item.

* + 1. **YELLOW - “Course of the Project or Partial Targets At Risk”**

Applies if there are variances affecting the project schedule, spend plan, or scope, BUT you have corrective measures in place that will bring the project back on track.

**Example:** Delay in product testing phase due to technical problems; measures are identified and introduced in order to be able to catch up with the documented project schedule by XXX date.

* + 1. **RED - “Project Targets Currently Unattainable”**

Applies if there are variances where the overall project (schedule, spend plan, and/or scope) can no longer be achieved despite corrective measures having been introduced. Without Steering Committee approval, the project can not meet intended targets (schedule, spend plan, and/or scope).

**Example:** Delays may only be compensated for by increased personnel capacity. The project budget is exceeded as a result, and needs Steering Committee approval.