

Project Status Report

Serial No.	001	Prepared by	Admin Assistant
Project Name	New Service Delivery Program	Project Manager	John Doe VP & Mgr Operations
Date	01/01/2009	Status Period	11/01/08 – 01/01/09

Project Performance Rating (Red/Yellow/Green) :

Schedule	Adherence to Project Proposal
Green – On Target	Green – On Target

Key Milestones:

#	Milestone Title	Original Planned Completion Date (Do Not Change)	Current Forecast Completion Date	Actual Completion Date
1	Completion of plan outline	01-20-09		
2	Completion of committee assignments	01-20-09		
3	First committee meeting w/target updates	02-10-09		
4	First Report to Executive Management	02-15-09		
5	Project Completion	05-25-09		

Notes for the week:

ID	Activity	Owner	Remarks
1	Review rough draft of plan	Richard/Terry	Create PowerPoint presentation with workflow charts.
2	Follow up with vendor to ensure timeline	Terry	

Top Priorities for the Coming Week (2-5 items):

Priority	Description	Owner
1	Brainstorm with executive committee on ultimate outcomes	Richard
2	Brainstorm with line managers and key personnel to fine tune approach	Terry
3	Block out time to compare notes and create rough draft of the outline	Richard/Terry

Risks / Issues

ID	Type	Description	Probability (L/M/H)	Impact (L/M/H)
1	Cost	Nail down overall cost of development. Overruns in cost can substantially impact the company.	L	H

Change Request History:

ID	Title or Description	Schedule Change (If any)	Status (Pending, Approved, Declined, Withdrawn)	Comments
	None at this time.			

Other Comments:

No additional comments at this time.
