

PROJECT NAME		PROJECT CODE		
PROJECT MANAGER	DATE OF STATUS ENTRY	PERIOD COVERED	PROJECTED DATE OF COMPLETION	
PROJECT STATUS OVERALL PROJECT STATUS	ROADBLOCK / OVERAGE	E POTENTIAL RISKS	/ DELAYS ON TRACK	
SUMMARY Enter information he	ere about the overall status and highligh	nts:		
MILESTONES				

PROJECT COMPONENTS

COMPONENT	STATUS	OWNER / TEAM	NOTES
BUDGET	OVER UNDER ON		Call out highlights: "Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots."
RESOURCES	ROADBLOCK / COVERAGE POTENTIAL RISKS / DELAYS ON TRACK		New developments, new team members, etc.
TIMELINE	ROADBLOCK / COVERAGE POTENTIAL RISKS / DELAYS ON TRACK		On track to final launch date
SCOPE	ROADBLOCK / COVERAGE POTENTIAL RISKS / DELAYS ON TRACK		

WORK ACCOMPLISHED

TASK NO.	DESCRIPTION	OWNER / TEAM	RECEPTION

RISKS AND ROADBLOCKS

RISK NO.	DESCRIPTION	OWNER / TEAM	FIX

HIGHLIGHTS AND KEY TAKEAWAYS

Bullets of great work, who owns what, where teams are pivoting, feedback received during the week, etc.		

PROJECT SCHEDULE

WEEK NO.	STATUS	DETAILS