

Project status report

PROJECT	REPORTING PERIOD	PROJECT MANAGER	REPORT DATE
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1 Health at a glance

rate each area on its own

AREA	STATUS	WHY, IN ONE LINE
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2 Done since last report

accomplishments, not activity

WHAT SHIPPED	OWNER
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3 Coming up next

what to expect

WHAT	OWNER	BY WHEN	CONFIDENCE
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4 Decisions needed from you

the reason executives read these

DECISION, WITH RECOMMENDATION	FROM WHOM	BY WHEN
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Rate schedule, budget, scope, risk separately.

Amber means: will go red unless the named thing happens.

Lead with decisions needed.

One page. Always.

Send it on a cadence, even when nothing changed. A skipped report reads as a hidden problem.