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| Project Status Report |
| Current Status |
| The current release is running around three days behind schedule due to non-availability of one team member through sickness. The project team expect to make this time up over the next two weeks. |
| Deliverables Completed |
| Key deliverables completed over the past period are:   * Timebox plan agreed * Check availability function done * Request more information function done |
| Issues |
| The following issues were encountered:   * Absence of one team member due to sickness (due back tomorrow) |
| Risks |
| The following new risks have been identified:   * No new risks |
| Budget |
| The project is currently projected to be within budget. |
| Due for Completion |
| The following deliverables are due for completion over the next period:   * Book holiday function * Pay deposit function |

**Example Project Status Report**

*Project status reports should be short (no more than one page) and simple (if anyone needs to know more they will ask).*

*They can be enhanced with traffic lights (Red/Amber/Green status) for visual impact and burndown charts (the above was copy/pasted from Excel) or other visual indicators.*