At-a-Glance Weekly Project Status Report

Project Name:	Week Ending:
Project ID:	Project Manager:

Description of Project:

Project Start Date:	Project End Date:	% Complete:

This Project is...

Under Budget	On Budget	Over Budget
[by $X]	[by $X]	[by $X]

Drivers Behind Budget Variance:

This Project is...

Green when	Yellow when	Red when
[definition of "ok"]	[definition of "in trouble"]	[definition of "in danger"]

Circle Project Status:

Green (OK)   **Yellow (in trouble)**   **Red (in danger)**

Current Life Cycle Phase (check one):

Concept	Planning	Design	Build	Training	Implementation

Project Documentation	Resources	Materials & Equipment
❏ Not started ❏ In development ❏ Revision update ❏ Sent for approval ❏ Other (specify)_____	❏ Available ❏ Need to assess ❏ Need to hire ❏ Release resource(s) ❏ Other (specify)_____	❏ Sent for approval ❏ On order ❏ Delivered ❏ Supplier paid ❏ Other (specify)_____

Project Issues: [These should support your assessment of the project status – hopefully in a way that can be quantified.]

Project Risks: [These should include actions being taken or recommendations for mitigation.]