

Project Status Report

Presenter Name

Presentation Date



Project Overview

- What is the project about?
- Define the goal of this project
- Define the scope of this project



Current Status

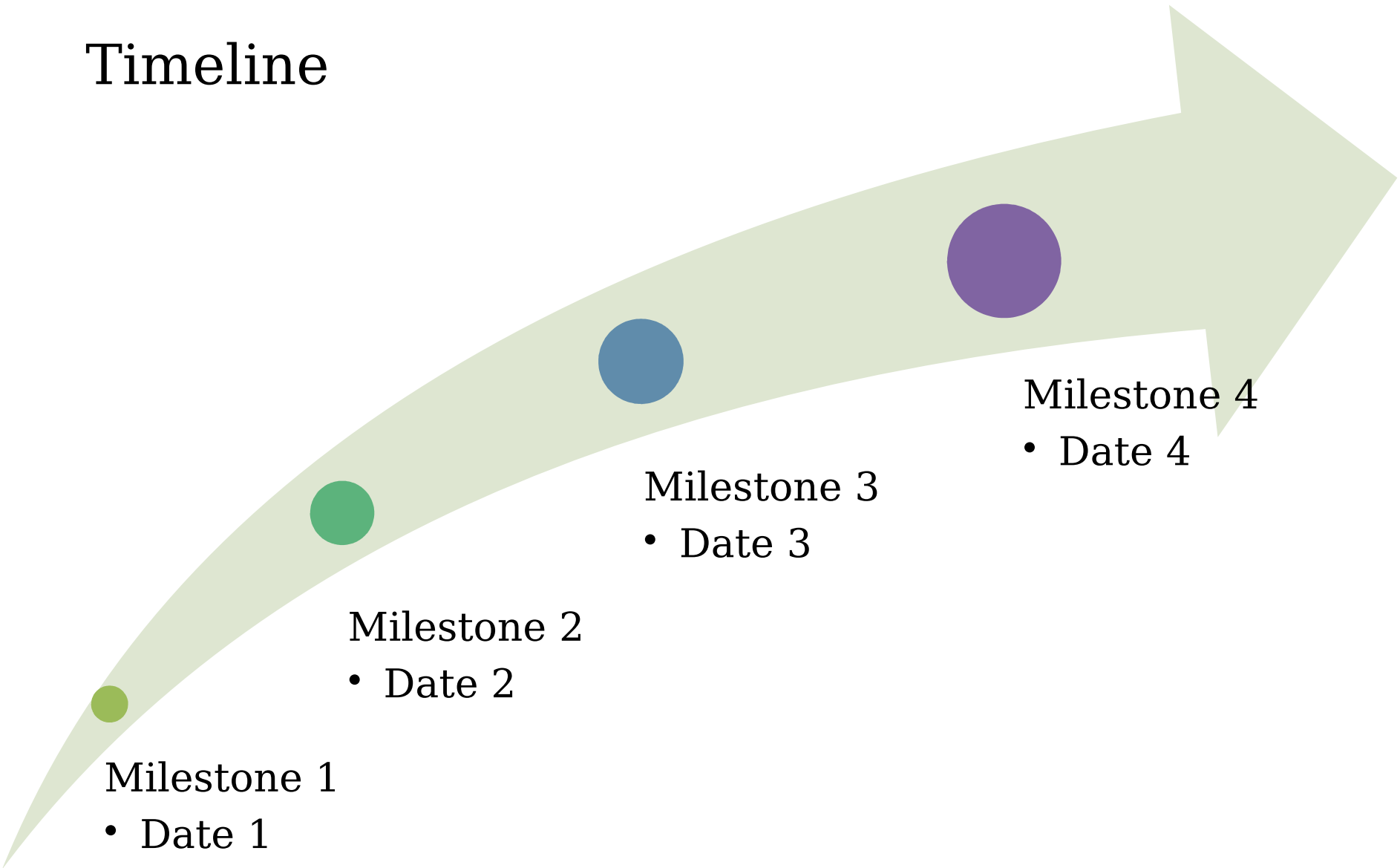
- What progress has been made since the previous milestone?
 - Which tasks have been completed?
 - What issues have been resolved?
 - What new issues have risen? *
- Is the project currently ahead of schedule, on track, or delayed?
 - If delayed, what is the mitigation plan?



Issues and Resolutions

- Description of the issue
- How was it resolved?
- What and how did it impact the project?
 - Time
 - Cost
 - Other

Timeline



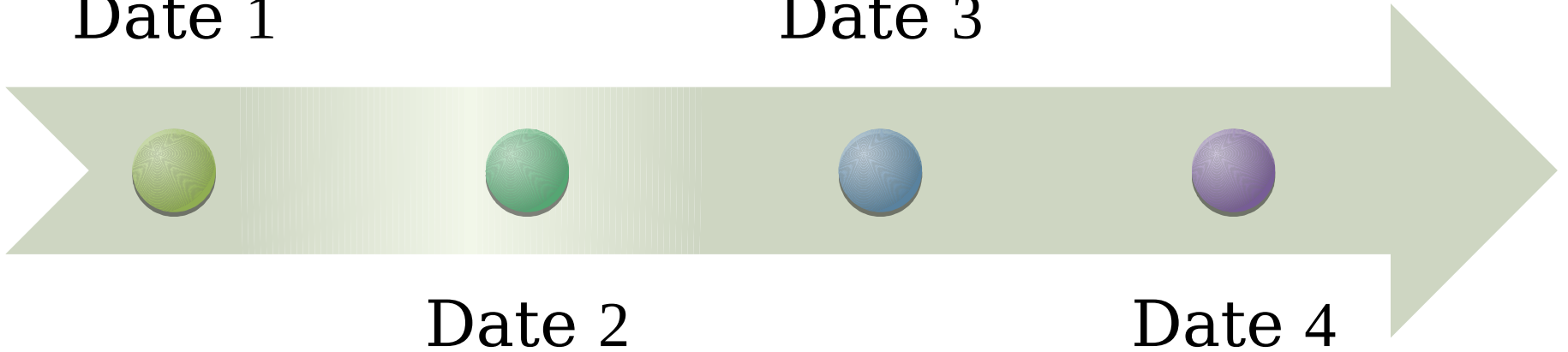
Timeline



Timeline

Date 1

Date 3



Date 2

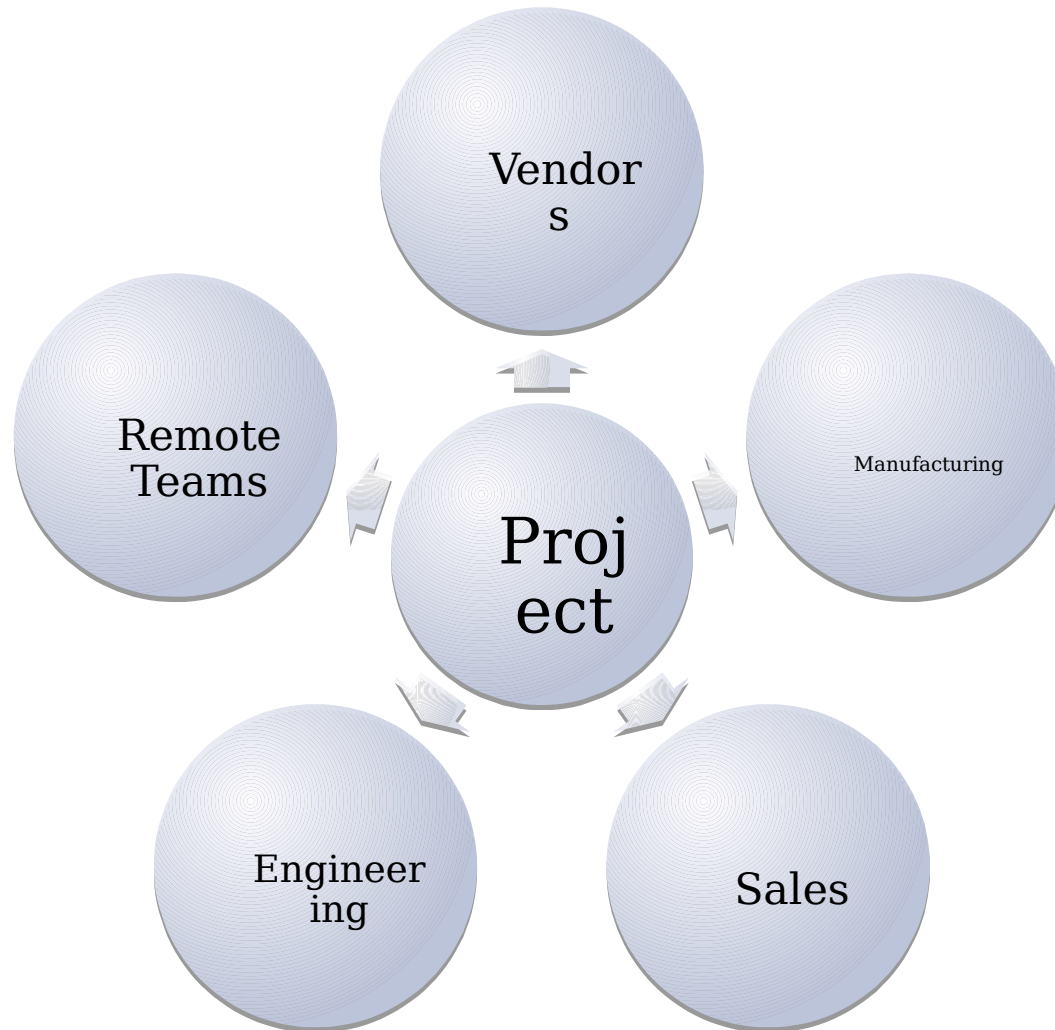
Date 4

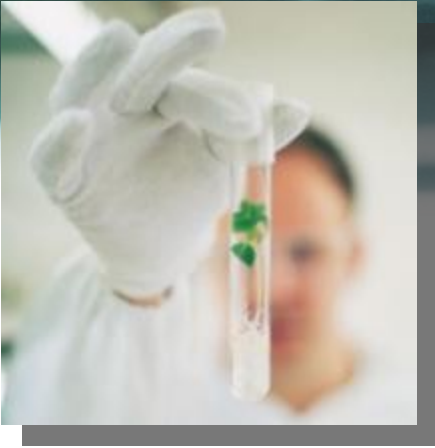
Looking Ahead

- When is the next milestone?
- What are the expected deliverables?
- Known risks and issues
 - What is the investigation timeline for these issues?
- What are the immediate next steps?



Dependencies and Resources





Appendix



Appendix

- Budget
- Design documents
- Marketing plan
- Supplemental documents
- Contact information