

Govt. Monitor:	[Insert Name]	Executive Status Report - <mm/dd/yyyy> <Program Name> <Project Name> Report Prepared By: <Author>
Tech. Lead:	[Insert Name]	
Project Lead:	[Insert Name]	
# Resources:		
# Res. Needed:		
Resource Request. Approved. (Y/N):		

EXECUTIVE MILESTONE OVERVIEW:

ID	Executive Milestones (minimum three)	Status	Baseline Completion Date	Expected Completion Date	Degree (%) of Confidence	Change? (Yes, No, New)
E1	[Insert Executive Milestone]					
E2	[Insert Executive Milestone]					
E3	[Insert Executive Milestone]					

PROJECT STATUS SUMMARY:

Narrative Summary of Status	Schedule: GREEN	Budget: YELLOW	Issues: RED
< Add text>			

PROJECT MILESTONE STATUS REVIEW:

Project Plan ID	Project Milestones	Status	Baseline Completion Date	Expected Completion Date	Issues Exist (Yes/No)
<ID>	[Insert Project Milestone]				
<ID>	[Insert Project Milestone]				
<ID>	[Insert Project Milestone]				

PLANNED ACCOMPLISHMENTS SUMMARY:

Planned accomplishments for the coming two weeks:
<ul style="list-style-type: none"> < Insert bullet list of key planned activities>

INTEGRATION MILESTONE STATUS REVIEW:

Milestones That Other Projects Are Dependent On:

ID	Integration Milestones	Projects Dependent On Integration Milestone	Status	Baseline Completion Date	Expected Completion Date	Degree (%) of Confidence	Change? (Yes, No, New)
I1	[Insert Integration Milestone]						
I2	[Insert Integration Milestone]						
I3	[Insert Integration Milestone]						

Project or Integration Milestones from Other Projects That This Project Is Dependent On:

ID	Project	Integration Milestone	Expected Completion Date	Complete (Y/N)	Integration Concerns (Y/N)
I4	[Insert Other Project's Project Milestone]				
I5		[Insert Other Project's Integration Milestone]			
I6					

PROJECT ISSUES SUMMARY:

ID	Priority	Issue Description	Impact Summary (Milestone, Schedule Scope, Resources, Space...)	Action Steps

PROJECT RISK SUMMARY:

NOTE: Instructions for completing this document are provided in the "Executive Status Report Instructions" document.

<i>ID</i>	<i>Priority</i>	<i>Probability of Occurrence</i>	<i>Risk Description</i>	<i>Impact Summary (Milestone, Schedule Scope, Resources, Space...)</i>	<i>Response Strategy</i>

EXECUTIVE ASSISTANCE REQUESTS:

<i>ID</i>	<i>Description including reference to milestone impacted</i>	<i>Action Requested</i>

PROJECT NOTES:

< Add text >