

Weekly Status Update

This is a weekly e-mail sent out to keep all the major stakeholders up to date.

Template

Subject:

<MFI Name> Mifos Deployment Status Update - <from date> - <to date>

Body:

Project Status – [Green, Yellow, Red]

General indicator on the overall status of the project.

- *Green means project is on schedule and there are no major issues.*
- *Yellow means the project is somewhat delayed and/or there may be some major risks at the current point.*
- *Red means the project is seriously at risk of being delayed and/or there are some major risks affecting the project and the entire project is at risk of failing.*

Road to Green

If the project has gone into the red, then add this section in to explain what steps are being taken to bring the project back on track and move it into "green".

Changes to Schedule

List any major changes that have been made to the project schedule. This could either be due to issues with the project or due to decisions of the pm and/or team.

Last Week's Accomplishments and Project Activities

List all of the tasks and targets reached since the last status update.

This Week's Planned Project Activities

List all of the tasks and targets that are scheduled to be completed before the next status update.

Risks/Slippage

Highlight any current risks to the project and any according slippage on the schedule.

Attachments

Include a copy of an updated project schedule (Preferably in Office 2003 format) and any other documents relevant to the status update (Signoffs with accompanying documentation, associated meeting notes, etc)

Sample

Subject:

SECDEP Mifos Deployment Status Update - 6/22 - 6/29

Body:

Project Status – Green

Changes to Project Schedule

- Testing – Has been extended to July 3rd due to it getting started later due to data entry delays. Report testing may take longer
- User Training – Has been moved to July 17th & 18th, right before the First Pilot.
- Admin Training – Has been not been rescheduled yet. Has been delayed due to other higher priority items but will be completed before completion of project.

Last Week's Accomplishments and Project Activities

- Data Entry – Completed
- Business Process Mapping
 - 2nd review performed.
- Training
 - Reviewed and finalized Agenda. Will send out a copy once a final draft is completed.
- Reporting
 - Special Loans Aging Fixed
- UATs
 - Started on Tuesday 6/23
 - Currently working on Data entry Testing –75% complete
 - Review and finalized UAT Plan. See Attached
 - Built Google worksheet for tracking report testing
- Data Migration
 - Built Alternative Loan Interest Rate Tool for data migrations
- Put up Issue Tracker on Google Docs
- Discussed Awareness Campaign.
- Ryan onsite 6/22-6/24

This Week's Planned Project Activities

- Finalize Business Processes
- Testing
 - Complete data entry, bpm and general UAT tests
- Continue work on training development
- Draft Plan for Live Test
- Continue work on fixing reports

Risks/Slippage

- **Reports (Low)** – Planned on fixing some of the reports with minor issues by end of last week, but was only able to complete one due to catching up on other. Plan on catching up on this in the next few days