

# Project Status

[Project Name]

[Presenter Name]

# Status Summary

- Is project on track for delivery as expected?
- What is final date for delivery?
- What are final cost estimates?
- Status against any other high-level shipping goals
  - Manufacturing rate
  - Delivery
  - Partners, etc.

# Progress

- List achievements and progress since last status update was given
  - Address schedule implications
- Highlight those things that made progress possible

# Attention Areas

- List delays and problems since last status update was given
  - List corrective actions being taken
  - Address schedule implications
- Make sure you understand
  - Issues that are causing delays or impending progress
  - Why problem was not anticipated
  - If customer will want to discuss issue with upper management

# Schedule

- List top high-level dates
- Keep simple so audience does not get distracted with details
- Distribute more detailed schedule if appropriate
  - Make sure you are familiar with details of schedule so you can answer questions

# Deliveries

- List main critical deliverables
  - Yours to client
  - Yours to outside services
  - Outside services to you
  - Other departments to you
- Understand your confidence rating to each deliverable
  - Indicate confidence level on slides if appropriate

# Costs

- List new projections of costs
  - Include original estimates
    - Understand source of differences in these numbers – be ready for questions
  
- If there are cost overruns
  - Summarize why
  - List corrective or preventative action you've taken
  - Set realistic expectations for future expenditures



# Technology

- List technical problems that have been solved
- List outstanding technical issues that need to be solved
  - Summarize their impact on the project
- List any dubious technological dependencies for project
  - Indicate source of doubt
  - Summarize action being taken or back up plan



# Resources

- Summarize project resources
  - Dedicated (full-time) resources
  - Part-time resources
  - If project is constrained by lack of resources, suggest alternatives
- Understand that customers may want to be assured that all possible resources are being used, but in such a way that costs will be properly managed

# Goals for Next Review

- Date of next status update
- List goals for next review
  - Specific items that will be done
  - Issues that will be resolved
- Make sure anyone involved in project understands action plan